



American Fisheries Society

Western Division

President Dave Ward, President-elect Tina Swanson, Vice-president Pam Sponholtz, Secretary-Treasurer Mary Buckman, Past-president Lori Martin

Western Division American Fisheries Society ExCom Meeting

March 25, 2012, Jackson, WY

Approved Minutes

Attendance: Dave Ward (President), Lori Martin (Past-president), Pam Sponholtz (Vice-president), Diana Miller (Colo-Wyo), Tina Swanson (President-elect), Colleen Fagan (Oregon), Travis Neebling (Newsletter/Webmaster), Craig Barfoot (Montana), Diana Miller (Colo-Wyo), Paul Gerrity (Colo-Wyo Treasurer), Bill Bradshaw (GEF Committee), Jason Kline (AZ-NM), Hilda Sexauer

A quorum was established with 4 chapters and the elected officers. The meeting was called to order at approximately 8:10AM.

Minutes: Minutes from the February 2012 ExCom meeting were approved. Members were reminded to send additional corrections to any minutes whenever they see them.

Financial report: Treasurer Buckman gave the financial report. The Division cash balances are reasonably healthy with the \$38,139.08 profit from the Seattle meeting. Additionally, one of the laddered CDs was cashed last December so we have considerable cash in the checking account. The cash balance is \$88,846.62 with \$54,673.33 in the checking account. The GEF balance at the end of February was \$198,986.51, 84.34% belonging to the Division. Expenditures to date for FY11-12 were less than \$7,000 but we expect travel expenses to start coming through. Buckman also presented the final scrubbed income/expense statement for FY10-11 (attached). This shows \$22,458 income over what was budgeted. The group discussed the approximate amount of annual operating expenses and it was opined that it was \$30-35K, with most going to travel expenses.

Allocation of FY10-11 profit: President Ward initiated a discussion of ways the Division might use the profits described above. We adopted a policy in October 2011 that stated we would spend some money on the web page, then 60%/40% for the student travel/Mexico meeting, respectively. Dave proposed getting the CDs back to \$10K each to ensure the "Rainy Day Fund" and that we do not need extra money for the web page as Travis Neebling is doing much of the work.

Bill Bradshaw presented information about the initiation of the GEF fund. Originally the goal was \$100K in the Fund. The GEF has been growing due to good investing. The original policy said some of the money from profitable meetings should be split between the Endowment Fund and the operating budget. He suggested that some of the FY10-11 profit go into the GEF, contrary to what we approved in October. In response to a question about projects funded, Bill identified the Western Native Fishes project, a cutthroat video and some sampling projects.

Bill Bradshaw moved and it was seconded to add \$7K over the course of the next year into the GEF. That is approximately 1/3 profit from FY10-11. We discussed the impact on the Division cash flow, concluding it would likely be manageable. The motion passed.

It was then moved to start a new CD with \$10K to restore the reserve fund and skim the excess over \$10K from each of the CDs as they become due and move those funds back into the checking account for operating expenses. It was moved and seconded to amend the motion to state that instead we will transfer the interest from CDs into the GEF this year and in the future, with annual reevaluation. After discussion, the amendment failed. The main motion passed.

Discussion then turned to where to park/invest the approximate \$7K set aside for travel to the Mexico meeting in 2014. We might have more options because the money is not needed to 2 years. One idea is to put it in the GEF, hoping it will grow. We could earmark it with the intent that it will not lose value. A less risky alternative is to put it in a CD, but rates are very low and we may need \$10K to get better terms. After some discussion, Treasurer Buckman offered to research investment opportunities and report back to the group. It was noted that when we make these funds available for travel to Mexico, it will likely be a competitive process. President Ward stressed the need for all levels of the Society, including the Parent organization, to set aside funds to allow members to travel to the 2014 Mexico meeting as most US employers will not likely support travel. He will propose a specific strategy for the Parent Society at the next Governing Board meeting.

Spending from the GEF: We reviewed the formula adopted at the Salt Lake City meeting in 2010 for distributing money from the fund. We questioned whether we had a dollar goal for the GEF or for the annual distribution. Those who spoke generally seemed to view the annual distribution of in the low \$2k range for the past two years as too conservative. The Division should invest in its members. Ideas suggested were to distribute 4% annually or a fixed amount such as \$5k. It is desirable have a reasonably consistent amount of money available. Vice-president Swanson offered, working with Bill Bradshaw and others, to analyze some distribution scenarios based on past and hypothetical future fund performance. They will report initially at our June meeting.

Procedures Manual: Past-president Martin gave some history of the Procedures Manual. She pointed out that all other Divisions have such a manual. A primary purpose is to provide a meeting planning guide for the annual Division meeting. This document will always be an evolving, living document to be updated regularly and as needed. Some updates, such as discussion of the Student Representative, are already needed. It is a duty of the Past president to update the Manual, but other updates can be incorporated as well. It was moved, seconded and passed to approve the February 2012 version of the Procedures Manual, with updates incorporated as needed.

Grants funding requests: Seven applications, totaling \$11740 in requests, were received for the \$2091.

1. Lower McKenzie River rainbow Trout Radio Tag Pilot Study from ODFW
2. Invisible shifts in nongame fish assemblages of Western Montana from the University on Montana
3. Eradication of the New Zealand Snail at an Aquaculture Facility in Koosharem, Utah from the Utah Dept of Agriculture and Food
4. Fisheries Science in the Schools: Salmon Incubation Project from Kuskokwim Native Association, Aniak, AK
5. Is the Independence Valley tui chub extinct? from the Genomic Variation Lab, UC Davis
6. Site selection characteristics of lentic-spawning *Oncorhynchus mykiss* in Spirit Lake, Mout St. Helens National Volcanic Monument from Oregon State University
7. Analysis of Benthic Communities on Alaskan Weathervane Scallop Beds from the U of AK, Fairbanks

We reviewed the criteria for funding, then moved to a discussion prioritizing the projects. For the first round, we selected 4 projects as contenders (#1,2,4,6). After discussion, it was moved and seconded to fund #4 (Salmon Incubation, \$2070) and #6 (*O. mykiss* in Spirit Lake, \$1000) in their full amount for a total of \$3070 with allocated amount from GEF funding and the remainder from operating expenses. Reasoning included the quality of the proposal, how well the project met funding criteria, work by students, work reaching out to young people, cost sharing and ability to leverage funds, and general interest level for the project subject and its location.

AZ-NM chapter bylaws: Jason Kline reviewed the proposed changes and noted they are mostly housekeeping. Lori questioned whether the language about student affiliates matches that of the Parent Society. Other changes include changing officer terms to begin March 1, a mechanism to remove an officer (matching language from a recent Bylaw update by the Oregon Chapter) and language to allow voting by email. The group discussed means to notify an ousted officer and it was noted this would be a procedure and not in the Bylaws. It was moved, seconded and passed to approve this Bylaw change. From here it goes to the Constitutional Consultant, then the Governing Board. It was noted that the Chapter will forward the changes to the Jessica Mistak, the Constitutional Consultant, and state that they were approved by the Division.

Environmental Concerns Committee: Dave Ward noted this important committee is without a chair or members. Lori suggested we ask Mark Pedersen. Aaron Bunch from AZ-NM is chair of their equivalent committee. Requests for participation will be presented at the WD business breakfast and the Colo-Wyo business lunch. Another suggestions for possible members are individuals on the Snake River Committee.

Klamath River letter: President Ward drafted a letter for approval that supports the Oregon Chapter position on the Klamath River dams. Coleen Fagan gave a history of the Oregon letter. The Parent Society sent a letter as well. The group discussed the Oregon position. Lori noted the letterhead needs to be updated to match Bylaw changes regarding membership (the letterhead footer). It was moved and seconded to approve the letter. It was moved and seconded to amend the motion to adjust the letter to accurately reflect the composition of division, reference the web site and add a sentence to contact Dave Ward for further information. The amendment was approved. The amended main motion was approved to send the letter. We discussed positions made through member resolution compared to those approved by ExCom, concluding a number of factors including timing affect the path chosen.

Website: Travis Neebling updated the group on the website progress. He stated the student section, donations, and archives that still need work. He will work to continually update the site so it is fresh and new for viewers. Travis wants to incorporate social networking (Facebook and Twitter) as additional means of communication and asked the chapters to send names of members who work in this area. We discussed archiving documents, noting the website should be capable of this function. Although a web consultant (It's Booyer) did some work on the site and assisted with the migration to the new host, Travis has done the lion's share of updating the site. The group thanked Travis.

Chapter Roundtable: Craig Barfoot noted the Montana Chapter held its 45th annual meeting. Scott Bonar presented a good CE session. The new chapter president is Robert Al-Chokhachy. They are wrestling with website issues. Diana Miller reported the Colo-Wyo Chapter has been working toward this meeting. The Oregon Chapter had about 470 people at their annual meeting and associated workshops. Jeff Yanke is their incoming president. Their Natural Production and Habitat committees are putting together comments on the Southern Oregon-Northern California coho recovery plan. Jason Kline reported the AZ-NM Chapter held their annual meeting in Phoenix (380 people). Gus Rassam and a number of agency leaders participated in a well-received panel discussion. President elect Pam

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Sponholtz won their “Professional of the Year” award. The U of Arizona student chapter is hosting the colloquium in September and has questions about planning.

Newsletter: Travis Neebling reported the next newsletter is scheduled to be published in early June. Travis is trying to meld the newsletter with the newer technology. Instant updates using social media are important between newsletters.

Future meetings: The next Western Division meeting will be in Boise in 2013. Planning is beginning. The 2013 meeting will be in Mazatlan in May of 2014, but we had no progress reports. The 2015 meeting will be co-hosted with the Oregon Chapter and the Parent Society in August in Portland. It was noted we need to start thinking about 2016. President Ward noted that in the rotation of meetings, Montana and Alaska have not hosted a Division meeting for a while.

New business: The Scholarship Committee sent an email suggesting we should consider increasing the scholarship amounts from the \$1500 each we currently provide each to an MS and PhD candidate. The dollar amount has not changed for the last 10 years. We might also consider adding an undergraduate scholarship. A more in-depth discussion of this item should be on a future (Fall) agenda.

The **next conference call** is scheduled for Thu April 19, 8:30AM AK time, 9:30AM PDT, 10:30AM MDT, 9:30AM MST. The meeting was adjourned at approximately 11:30 AM.

Submitted by Mary Buckman, Secretary-Treasurer

Western Division AFS FY2011 ExCom Approved Budget
 October 1, 2010 - September 30, 2011
 March 10, 2012

CATEGORY AND DESCRIPTION

INCOME			YTD
<i>2011 Meeting (Seattle-in conjunction with Parent Society and WA-BC Chapter)</i>	\$15,000.00	\$ 38,139.08	
<i>Dues Rebate</i>	\$16,000.00	\$ 16,392.00	
<i>Interest Income</i>	\$500.00	\$ 331.98	
<i>Publication Royalties</i>	\$0.00	\$ 17.15	
<i>Special Projects</i>	\$0.00	\$ -	
<i>Logo Items</i>	\$0.00	\$ -	
<i>Other-Grants Endowment</i>	\$2,443.85	\$ 2,443.85	
TOTAL INCOME	\$33,943.85	\$ 57,324.06	
EXPENSES			
<i>WD Mid-Term ExCom Meeting- Grand Junction</i>			
Facility Expenses	\$550.00	\$ 752.97	
ExCom Travel Expenses	\$2,500.00	\$ 2,993.15	
Subtotal	\$3,050.00	\$ 3,746.12	-\$696.12
<i>WD Annual Meeting-Seattle</i>			
ExCom Meeting in Seattle (planning for breaks and lunch)	\$1,000.00	\$ 656.20	
WDAFS Annual Business Meeting in Seattle (planning for breakfast buffet)	\$4,000.00	\$ 4,361.28	
Subtotal	\$5,000.00	\$ 5,017.48	-\$17.48
<i>Other ExCom Travel</i>			
Travel Expenses (includes Student Representative)	\$14,000.00	\$ 16,779.13	
Subtotal	\$14,000.00	\$ 16,779.13	-\$2,779.13
<i>Award Certificates and Plaques</i>			
Student Awards	\$100.00	\$ -	
WDAFS Awards	\$250.00	\$ 428.28	
Riparian Award/Other	\$250.00	\$ 310.00	
Subtotal	\$600.00	\$ 738.28	-\$138.28
<i>Grants</i>			
Western Native Fishes Project	\$0.00	\$0.00	
Professional Travel (includes Mexico Chapter, and other international contacts)	\$1,000.00	\$ 595.00	
Project Grants (not student support)	\$2,443.85	\$ -	
Subtotal	\$3,443.85	\$ 595.00	\$2,848.85
<i>Student Support</i>			
Registration fee	\$0.00	\$ -	
Maughan/Trachtenburg Scholarships	\$3,000.00	\$ 3,000.00	
Student Colloquium 2011	\$1,000.00	\$ 1,000.00	
Student Travel	\$0.00	\$ 1,693.36	see below
Subtotal	\$4,000.00	\$ 5,693.36	-\$1,693.36
<i>Committees</i>			
Committee Expenses	\$50.00	\$ -	
Subtotal	\$50.00	\$ -	\$50.00
<i>Other Expenses</i>			
Bank Charges	\$0.00	\$ -	
Tax Preparation	\$330.00	\$ 364.63	
Web Site (hosting fees and software)	\$750.00	\$ 9.94	
Logo Items	\$0.00	\$ -	
Grants Funding Endowment Contribution	\$0.00	\$ -	
Conference Calls	\$1,400.00	\$ 1,584.24	
Insurance	\$150.00	\$ 150.00	
Miscellaneous Supplies	\$100.00	\$ 19.95	
Other, Contingency (Includes Professional Certification, Survey Monkey)	\$1,000.00	\$ 167.93	
Subtotal	\$3,730.00	\$ 2,296.69	\$1,433.31
TOTAL EXPENSES	\$33,873.85	\$34,866.06	
NET GAIN OR LOSS	\$70.00	\$ 22,458.00	
ENCUMBERED			
From FY2008 - for WNF Project	\$5,758.35	\$258.35	
From FY2008 - Student Travel Fund	\$2,364.15	\$0.00	
From FY2010 - Grant for Col-Wyo Student Research	\$625.00	\$0.00	
LOANS			
To 2011 Seattle Committee	\$10,000.00	\$ -	
To 2013 Boise Meeting	\$3,000.00	\$ 3,000.00	

notes on student travel, GEF
\$4,057.51 spent
\$ 2,364.15 encumbered
\$1,693.36 spent from budget