



# American Fisheries Society

## *Western Division*

President Pam Sponholtz, President-elect Hilda Sexauer, Vice-president Jim Bowker, Secretary-Treasurer Travis Neebling, Past-president Tina Swanson

Minutes for Executive Committee Mid-Year Meeting Date: **Saturday, November 9, 2013**  
**Start** Time: 8:30 am, Golden CO

US Toll-Free: 1-866-910-4857  
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The meeting was called to order at 8:30 am MT.

### 1. Introductions and review of the Agenda

- a. Attendance: Pam Sponholtz (President), Hilda Sexauer (President Elect), Jim Bowker (Vice President), Tina Swanson (Past President), Travis Neebling (Secretary-Treasurer), Tracy Wendt (Student Representative), Joe DuPont (ID), Brian Missildine (WA-BC), Todd Buchholz (OR), Mark Wipfli (AK), and Jim Hobbs (Cal-Neva).

Sharon Lashway (AZ-NM) and Felipe Amezcua (Mexico) attended part of the meeting via teleconference.

### 2. Determination of quorum

- a. A quorum was established

### 3. Secretary-Treasurer report (Travis/Pam)

- a. October minutes (Vote)
  - i. Todd moved to approve the minutes as presented, Hilda seconded the motion, and the minutes were approved with no objections.
- b. October Finances Update
  - i. Travis gave a brief update on the finances. There were no major changes since last month.
  - ii. There was considerable discussion regarding the grants endowment fund. Questions included who manages the fund, how it is managed, what the goals of the fund are, etc.

Travis explained that Henry Booke manages the fund and has been very successful at it. Travis displayed a spreadsheet showing the endowment fund's growth since its inception in 2005. Average growth has been about 11.7% per annum averaged over the eight years.

Travis will get more information from Henry and ask him to prepare a short report for the Excom.

4. 2014 Budget Proposal (Vote):

- a. Pam gave an explanation of her entire proposed budget. This included the discussions outlined below. Modifications were made to the proposed budget as discussions occurred.
- b. Addition of \$10,000 to Professional Travel Fund
  - i. Pam made a request to the Excom to approve the addition of \$10,000 from the endowment fund to be used for professional travel. This is in addition to the funds that were allocated in 2012 from the Seattle meeting profits (currently valued at \$11,078.87 due to growth of the endowment fund). A stipulation was made that all professional-travel award winners will be expected to help with organizing or facilitating the meeting in some way. All were in agreement and no vote was necessary.
- c. Increasing Student Travel up to \$1000/award
  - i. Pam made a request to the Excom to increase the student travel award to up to \$1,000 per person due to the increased costs of an international meeting (2014 in Mazatlan, Mexico). All were in agreement and no vote was necessary.
- d. Providing Riparian Challenge Winners with travel assistance (\$500 each/\$1500 total)
  - i. Hilda made a request to the Excom to allocate up to \$500 per winner (\$1,500 total) to support travel to the annual meeting for Riparian Challenge winners. There was considerable discussion on this topic, primarily asking if these funds were only for the Riparian Challenge winners and what about other award winners. All were in agreement that they would like to have more award winners present at the annual meeting, but agreed that the Division budget cannot support all winners.

The final agreement was to encourage all award winners to attend the meeting; to suggest that they request support from their employers, state Chapters, and affiliated AFS sections; and to make them aware that the Division may be able to help offset their costs in a small way. \$5,000 would be allocated in the budget to support travel for all award winners. Tina made a final request that all recipients arrange to have someone accept the award in their absence if they are unable to attend. Pam and Tina will work to revise the text relating to awards in the Procedures Manual and in the award announcements.

- e. Providing Student Liaison with travel budget (\$2500/year)
  - i. Tracy made a request to Excom to allocate up to \$2,500 for student representative travel to Chapter and Student Subunit meetings. The goal would be to continue to foster relations between the Subunits and the Division, particularly at schools where there is currently little or no communication. All were in agreement and no vote was necessary.
  - ii. Tracy also gave a brief overview of the student colloquium (held in conjunction with the 2014 meeting in Mazatlan) budget and confirmed which

Chapters are supporting student travel. Idaho has allocated \$3,000 for student and professional travel which is approximately a full-ride for one student. WA-BC has allocated funds for two students (full-ride). Oregon has allocated funds for one or two students (full-ride). Alaska is not sure what they will be funding yet nor is Cal-Neva. AZ-NM has allocated funds for two students at \$1,000 each.

- f. Tina moved to approve the amended budget as presented at the meeting, Jim B. seconded that motion, and the 2013-14 budget was approved with no objections.
5. Coverage of 2014 Chapter meetings by WDAFS officers
    - a. There was minimal discussion regarding Chapter meeting attendance by WD Excom. Tina attended the Alaska Chapter meeting. Pam will attend the AZ-NM Chapter meeting. Tina will attend the Cal-Neva Chapter meeting. Pam, Hilda, and Travis will attend the CO-WY Chapter meeting. Hilda will attend the Idaho Chapter meeting. Jim B. will attend the Montana Chapter meeting. ??? will attend the Oregon Chapter meeting. Travis will attend the Utah Chapter meeting. ??? will attend the WA-BC meeting.
  6. Professional Travel Assistance Awards (Vote; info emailed to you from Hilda)
    - a. There was little discussion on this topic. Hilda presented the criteria used to sort the applicants. Based on the funds allocated in the 2013-14 budget, up to 17 professionals could be approved for travel reimbursement up to the amount they requested. There was discussion related to reimbursement vs. the Division paying up front; the final agreement was for awardees to get reimbursed after the meeting. Todd moved to approve the 17 professionals selected, Mark seconded the motion, and the motion passed with no objections
  7. Update on the 2014 WDAFS/Mexico WDAFS meeting (Felipe, Hilda, Pam)
    - a. Felipe gave an update on the 2014 meeting in Mazatlan
      - i. A new member has joined the local organizing committee. Her name is Victoria Garcia. She used to be a director at CONAPESCA and now she works with politicians to help them organize their campaigns. She will be helping with the off-site social and with local sponsorship.
      - ii. A federal research institution, which works mainly with aquaculture research and development, has agreed to present several papers in the aquaculture symposium.
      - iii. Dr. Kelly F. Millenbah, one of the plenary speakers from the AFS Annual Meeting in Little Rock, has accepted the student's invitation to be the plenary speaker for the student colloquium. The postgraduate program at Felipe's institute will pay for her flight trip, and the idea is to give her a complimentary room at El Cid.
      - iv. They are looking at the possibility that Felipe's university pays for the flight of Bob Hughes, so that money can be saved. However, Tina pointed out that Bob has a travel budget through the Parent Society. These funds will be used to offset the travel cost for one of the other VIPs.
      - v. They have managed to get computers and projectors from Felipe's university as well as from another institute.

- vi. Part of the seed money will be used to give an advance payment to the company in charge of renting the booths for the trade show. These have already been reserved. They just need to figure out how many booths and posters we will need.
  - vii. Felipe has contacted different NGOs from Mexico and the US asking them if they would be interested in having a booth at the trade show. Two of them have confirmed their interest, and others may participate as well. The two that have confirmed are COBI and CEDO; EDF might participate as well.
  - viii. The National Fisheries Institute has confirmed its participation as well. They will send to the meeting researchers from all over the country, and one of them will be the plenary speaker, most likely the sub-director of the institute.
  - ix. They are starting to organize the spawning run. The course will be visited during the planning meeting later this month. There are two possibilities, one inside a park, and other one would be at the sea front. Pam will organize getting the runners numbers as they are not readily available in Mexico.
  - x. Felipe's university has agreed to let him use a van to pick up all the VIPs during the meeting.
- b. Felipe gave a brief overview of the meeting budget. He has been working closely with Pam and Hilda on this. After revising a few numbers that were reported in Pesos, everything looks to be on track for a profitable meeting.
8. Update from Student Representative
- a. Tracy gave an update on the Student Representative activities.
    - i. Tracy is looking to start a Facebook page and blog for the students. All were in agreement that this is a great idea.
    - ii. Tracy is working with students in Mexico to organize the student colloquium as part of the 2014 meeting in Mazatlan. The 2015 colloquium will be at Utah State University and the 2016 colloquium may be in Oregon; she is reluctant to book them that far out as the students at the institution now likely will not be there in two or three years.
    - iii. Tracy is looking for input on how to maintain a student focus. Possible ideas include an education or student committee.
      - 1. It was suggested to consider forming a special committee that includes a member of the Excom to work with the Student Representative. This will be especially important in years when the Student Representative is not as active as Tracy has been. Tracy will put together a proposal outlining the roles and responsibilities of this committee; it will be submitted as a motion.
    - iv. Tracy is working on a flyer to be posted at the Parent Society, Division, and Chapter meetings containing information on student involvement in AFS and the contact information for the Western Division Student Representative.
    - v. Tracy gave an overview of the student awards, scholarships, and travel grants. She will work with the Excom to get documents related to these items revised and then posted on the website.
9. Chapter Updates
- a. Jim B. asked for information on past and planned continuing education courses.

- b. Idaho – Joe:
  - i. Joe presented a draft copy of “The Unwritten LAWS OF FISHERIES”. This is a text revised by Tom Curet filled with great bits of knowledge for new fisheries employees and professionals alike. He asked Excom to take it back to their Chapters and see if it is something they are interested in. If so, he will have to figure out the final price for printing and royalties, but expects it to be about \$15 per copy.
  - ii. They are about to setup guidelines for small grant applications.
  - iii. They are gearing up for their annual meeting in February.
  
- c. Cal-Neva – Jim H.:
  - i. They are gearing up for their annual meeting in March.
  - ii. They are organizing a “bio bowl”, an outreach project with students in Northern California.
  - iii. They are revamping their website as well as using Facebook and Twitter. Overall, they are looking to increase communication.
  - iv. They have a new logo.
  
- d. AZ-NM – Sharon:
  - i. They are planning for their annual meeting. They are hoping to have a quiz bowl for students at the meeting. They will be offering continuing education courses on AIS and piscicide use.
  - ii. They have a new logo, both in color and black and white.
  
- e. Alaska – Mark:
  - i. They just held their annual meeting; unfortunately turnout was low due to the federal government furlough.
  - ii. Their next meeting will be joint with the American Water Resources Association.
  - iii. Mark gave an update on the Pebble Mine report and the EPA replies. Anglo American has backed out of the project. Mark is unsure of what will happen now, but pointed out that this has been a lot of work for his Chapter’s members.
  - iv. The Chapter’s latest environmental concern is the Susitna-Watana Dam on the Susitna River. To date, 58 environmental studies have occurred, mostly collecting baseline data. It is part of Alaska’s goal to wean itself off of foreign oil.
    - 1. Jim B. asked if these are the types of issues to take to the Parent Society. Tina gave an overview of the options (a formal review, a comment letter, etc.) and pointed out that the Division has an Environmental Concerns Committee.
  
- f. Oregon – Todd:
  - i. Todd pointed out a unique form of Chapter involvement. Recently the ODFW external director was involved in a helicopter crash while conducting spawning surveys. The Chapter is paying to fly her mother out to visit.
  - ii. The Chapter has a new logo.

- iii. They are planning for their 50<sup>th</sup> anniversary and meeting arrangements for the 2015 meeting in Portland. As such, they are not taking on extra work related to advocacy, white papers, continuing education courses, etc.
- g. WA-BC – Brian:
  - i. They held their Excom retreat last Saturday.
  - ii. Their annual meeting lost money last year; they are planning to avoid making the same mistakes again.
  - iii. They are looking to invest in the endowment fund.
  - iv. They are planning to make a motion to rescind the capitalization of fish names in AFS publications.
  - v. Their new website is online and they are using Facebook and Twitter.
- h. Montana – Tracy and Jim B.:
  - i. They have a new website.
- i. CO-WY – Hilda:
  - i. No update, but they have allocated funds to send two students and two professionals to the 2014 meeting in Mazatlan.

#### 10. Update on 2015 WDAFS/AFS/ORAFS meeting in Portland

- a. Hilda and Jim B. gave an update on the 2015 meeting in Portland.
  - i. The meeting will be August 16–20, 2015 at the Hilton Doubletree.
  - ii. There will be no meeting theme.
  - iii. Artwork will be based on Portland and Oregon.
  - iv. They hope to have 2,500 attendees.
  - v. They are looking to cut meeting costs. Ideas include less extravagant socials.
  - vi. They may reschedule the grand social.

#### 11. Update on 2016 WDAFS/AFS/CALNEVA meeting

- a. Jim H. and Jim B. gave an update on the 2016 meeting in California, maybe Nevada.
  - i. They just had their first conference call and have not yet selected a location.
  - ii. There was discussion on possible meeting locations. Issues with most locations included cost, proximity to a major airport, and/or a facility large enough to hold such an event.

#### 12. Social Media

- a. Travis and Jim B. discussed the Division’s current use of social media or lack thereof.
  - i. Jim H. and Todd discussed their chapters’ successful use of social media.
  - ii. All agreed that this is the way of the future.
  - iii. Travis will setup a Facebook group for the Division. He requested that the Chapter Presidents go back and make requests to their “social media gurus” to post to it and help make it successful.

#### 13. Procedures Manual updates

- a. Audit of financial information
  - i. Travis pointed out that the Procedures Manual states that an audit of the Divisions finances will occur once a year and the audit committee will prepare a report for the annual meeting.

- ii. Past Secretary-Treasurer Mary Buckman said that this did not occur during her four-year tenure.
  - iii. Pam and Travis will work to develop an audit committee and make sure that this occurs.
- b. Discussion of inclusion of SOP related to Endowment fund
- i. Travis would like to expand the Procedures Manual to include more information on the endowment fund (information from Henry as discussed earlier in the meeting). He would also like to include a MOU to be used whenever a Chapter invests in the fund.
  - ii. All agreed that this is a good idea. Travis will begin work on this and send drafts to the Excom for review.
- c. Other changes/updates
- i. There was some discussion about shortening the Procedures Manual as it is quite long; however, most agreed that this document contains a lot of institutional knowledge and serves as a reference. Pam, Hilda, and Tina will look for redundancies and other places it may be condensed.

Tina made a motion to adjourn the meeting, Todd seconded that motion. The motion passed with no objections and the meeting adjourned at 4:13 pm MT.

Attachments:

1. Draft October 2013 Minutes
2. Balances by month, November 4, 2013
3. Proposed 2014 Budget