



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 Conference Call on Date: **Thursday, May 22th, 2014**

Start Time: 8:30 am AK time/ 9:30 am PT / 10:30 am MT

US Toll-Free: 1-866-910-4857

International Toll-Free: 1-719-387-5500

Passcode: 586030

1. Introductions and welcome
 - a. Attendance: Pam Sponholtz (President), Travis Neebling (Secretary-Treasurer), Tracy Wendt (Student Representative), James Dominguez (AZ-NM), Ryan Fitzpatrick (CO-WY), Brian Missildine (WA-BC), Dave Lentz (listserv committee chair).
2. Determination of quorum
 - a. A quorum was not established
3. Secretary-Treasurer report (Travis/Pam)
 - a. Review and approve April 2014 minutes
 - i. Jim B. and Hilda provided revisions to the minutes via email.
 - ii. As there was no quorum, approval of the meeting minutes was postponed until the next meeting.
 - b. Finances Update
 - i. Travis gave a brief update on the finances. The 'Balances by month' tracking sheet was updated to reflect the transactions made in March that were not presented in Mazatlan.
 - ii. We are currently locked out of withdrawing funds from the endowment fund while Charles Schawb deals with some account issues; however, after much effort, we were able to withdraw \$25,000 to reimburse professional and student travel. Travis is working on getting this issue resolved.
 - iii. Travis is working to finalize the finances from the Mazatlan meeting. We are still waiting on some final numbers from the Mexico Chapter and it is not clear at this time if the meeting was a financial success or not.
4. Closeout on the 2014 WDAFS/Mexico WDAFS meeting (Pam)
 - a. Pam stated that the meeting went really well given the challenges. Hilda is compiling a document for the Society of what worked and what didn't to help

with future coordination of a Division or Society level meeting. Pam asked for comments/input.

- b. Brian reaffirmed that the meeting went really well. Registration was a struggle with the language barrier and inconsistent registration costs for different groups. Having multiple presentations in a single room was also an issue.
 - i. Pam commented that Excom and the hotel tried to address this quickly.
5. Update on 2015 WDAFS/AFS/ORAFS meeting in Portland (Hilda/Jim)
 - a. No update as Hilda and Jim were in Portland touring the meeting location.
6. Update on 2016 WDAFS/CalNeva AFS meeting (Jim/Pat)
 - a. No update as neither Jim nor Pat were on the call.
7. Update from Student Representative (Tracy)
 - a. Tracy gave a brief update. Things are starting to slow down; most schools are on break at the moment. She is working to recruit the next Student Representative.
 - i. Pam asked how voting occurs. Tracy responded that in the past the Secretary-Treasurer has setup SurveyMonkey for voting; only students in good-standing can vote.
 - b. Tracy will be working on a SOP-type document before her term is over and will try to overlap with the incoming Student Representative.
8. Discussion of roles responsibilities of the Chapter vs Division for WDAFS meetings (all)
 - a. Pam stated that there is some information in the Procedures Manual on this, but it is not clear. She has experience with three different meetings and all were different. When the AZ-NM Chapter hosted, the Chapter did 90% of the meeting planning/organization. When the ID Chapter hosted, the Chapter was very active, but the Division was more involved, particularly with the program and also with some coordination. This year, the Division did the majority of the meeting planning/organization.
 - b. This is a topic that has to be discussed upfront. No one model works every time. The only thing that is consistent is the finances, where there is a 50/50 profit split up to the first \$10,000 in profit, then 60/40 beyond that, in favor of the Chapter. The Division will back the Chapter in the event of a financial loss. Additionally, traditionally the Division's President Elect works on the Program and the two Presidents (Chapter and Division) are the meeting co-chairs.
 - c. Brian asked what documents or proposal is needed for hosting. Dave responded there is a description of the process on page 45 of the Procedures Manual; however, in his 10 years as the time and place committee chair, this process has only been followed once. Dave will send out the format for the 2017 meeting as there may be multiple chapters competing (i.e., MT, WA-BC, and possibly AK). There has seldom been competition in the past. Dave also commented that the CA-NV Chapter will be getting information from HelmsBrisco at their Chapter Excom meeting tonight.
9. Chapter roundtable
 - a. AZ-NM – James:
 - i. No update.
 - b. WA-BC – Brian:

- i. The Chapter is finalizing the budget from their last AGM. Next year's meeting will be south of Vancouver, BC.
- c. CO-WY – Ryan.
 - i. The Chapter is finalizing their budget also. They will be holding a camping trip for their July Excom meeting, including a float down the Gunnison River. The out-going president serves as camp cook.

10. Reminders

- a. Dave commented that he expected more listserv traffic related to the meeting. Pam responded that she tried to be judicious so that people are more likely to actually read the emails.
- b. Pam reminded chapter presidents to respond to Jim's request for information.

11. New or other business

- a. Travis stated that the call for submissions for the newsletter will be coming out shortly. He is looking to step down from his role as newsletter editor after this edition, so there will be a note in the newsletter regarding this. Please email Travis if you know of anyone who may be interested in serving as newsletter editor.

The next conference call will be on June 19. The call adjourned at 11:05 pm MST.