



American Fisheries Society

Western Division

President Jim Bowker, President-elect Cleve Steward, Vice-president Brian Missildine, Secretary-Treasurer Travis Neebling, Past-president Hilda Sexauer

Agenda for Executive Committee Conference Call on Date: **Thursday, July 21, 2016**

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

1. Introductions and welcome
 - a. Jim Bowker (President), Cleve Steward (President-Elect), Travis Neebling (Secretary-Treasurer), Jane Sullivan (Student Representative), Jeff Falke and Jennifer Stahl (AK), Jessica Gwinn(AZ-NM), Ramona Swenson (CA-NV), Jay Hesse (ID), Cassie Mellon (UT), Mark LaRiviere (WA-BC), and Zach Klein (incoming Student Representative).
2. Determination of quorum
 - a. A quorum was established.
3. Secretary-Treasurer report (Travis)
 - a. Approve May and June minutes (Travis)
 - i. Jim provided one minor edit to the May meeting minutes. Cleve moved to approve the May Excom minutes as revised, Mark seconded the motion, and the minutes were approved with no objections. No edits were provided on the June minutes. Mark moved to approve the Excom minutes as revised, Cleve seconded the motion, and the minutes were approved with no objections.
 - b. Finances Update (Travis)
 - i. Travis provided a brief update on the finances. We are doing well right now and should be doing better once the income from the Reno Meeting is received; Travis is still working with Jim Hobbs to audit the meeting finances. Most of the major expenses for the year (except for travel to the Kansas City Meeting and small grants) have been paid out.
 - ii. The Investment Sub-committee had a conference call yesterday. The current balance of the endowment is higher than reported at the end of June; this could be due to daily fluctuations or it could mean the market is settling down after the Brexit.
 - iii. Jim asked about putting money back into the endowment, after pulling out \$10,000 in April. Travis still plans to do this after the Reno funds are received and a draft budget is developed with Cleve. Travis will also put together an accounting of all 2015-16 expenses to help Cleve develop his budget.
 - iv. Jay asked if all the expenses from Reno have been paid. Travis reported that they have except for an invoice from AFS for Best Student Paper/Poster plaques. The plaques have been mailed out, but the invoice has not yet been received.
 - v. Ramona asked if a payment from NOAA was received for Reno. Travis reported that it has not come through him.

- vi. Jim commented that over the past few years, the Division has increased the amount it awards in scholarships and travel awards, and he hopes we can continue to do this in the future.

4. Chapter roundtable

- a. AZ-NM – Jessica – The Chapter has resumed monthly Excom meetings. They have begun planning for their 2017 meeting, to be held the second week of February, in Farmington, New Mexico. It will be the Chapter’s 50th anniversary. Last year’s meeting, co-hosted with The Wildlife Society, had 409 attendees in Flagstaff. They have been working closely with Shawn Johnston. The meetings theme will focus on looking back and looking forward. They are adding a spawning run this year. They are working on updating their Procedures Manual and are reinvigorating their Environmental Concerns Committee. They hope to streamline the commenting process to better meet deadlines and are working on a document on how to deal with perceived biases.
 - b. WA-BC – Mark – The Chapter will be holding their annual retreat in September in Bellingham. Their 2017 meeting will be in Spokane and 2018 will be in Canada. Their Scholarship Committee is looking at an endowment option to invest funds from the Seattle Meeting. They are interested in co-hosting the 2020 Western Division Meeting.
 - c. ID – Jay – The Chapter is currently reviewing their Bylaws. The Native Fish Committee is offering a fieldtrip in September. Their 2017 meeting will be in Boise with The Wildlife Society; the theme is ‘Common grounds where land and water meet’. The plenary session will be on climate change in Idaho. The student subunits have been busy as Trout in the Classroom has been big this year.
 - d. Cal-Neva – Ramona – The Chapter has begun planning for 2017 in Eureka, the first week of April. This decision was partially based on all the recent activity at Humboldt. 2018 will be in San Luis Obispo and 2019 will be in Reno. They are working on tracking their strategic plan. They are looking to move-forward with updating their website, but they haven’t heard back from Bethesda. Jim commented that he has been bringing issues like this (and the membership database) up to AFS staff and officers.
 - e. UT – Cassie – Things are pretty quiet in Utah with most officers focused on fieldwork. The 2017 meeting will be joint with the CO-WY Chapter in Grand Junction, CO.
 - f. AK – Jennifer – The Chapter is focused on planning for the 2018 Western Division Meeting, to be held in late May. Shawn Johnston is also helping with planning this meeting.
5. Update 2017 WDAFS/MT meeting in Missoula (Cleve Steward/others)
- a. Cleve gave a brief update. Planning is going really well. All the committees are up and running. A sponsorship brochure has been developed and will be released at the Kansas City Meeting. Amber Steed has taken the lead on programming. There will be a special event to celebrate the 50th anniversary of the MT Chapter. The meeting is scheduled in late-May so as not to over-lap with chapter meetings. Jim commented that there is a ‘save the date’ announcement in the OR Chapter newsletter; he encouraged other chapters to do the same.
6. Update – May and June Management Committee meetings (Cleve)
- a. Cleve reported that most of the discussion on the last Management Committee call focused on how AFS can better support the units. Staff and officers reported that they don’t know the needs of the units and that these needs change from year to year. There has been a lot of turn-over in AFS staff, but hopefully things will start improving. Cleve encourages everyone to talk to staff and officers in Kansas City.
 - b. Cleve will be sending out some emails to help schedule the mid-year Excom retreat. He hopes to hold it sometime in November. He would also like to get the dates for all the 2017 chapter meetings.

- c. Jim commented that Jesse Trushenski is updating the AFS Unit Survival Guide. Hopefully this will be useful to unit officers. Jim also commented that Western Division officers sat down with a number of AFS staff and officers in Reno, and brought up some of the common/long-standing issues. He would like to see this repeated each year so that they better understand unit's needs.
7. Officer/Student rep update(Jane Sullivan)
 - a. Election results – Jane reported that the new Student Representative will be Zach Klein. Zach is a PhD student at the University of Idaho studying Kokanee population demographics. He has been active in AFS for a number of years, including serving as President of the Palouse Student Subunit and co-chair of the Idaho Chapter Native Fish Committee, and he is excited to get more involved with Western Division.
 - b. Jane will continue to be involved with Western Division as she will be handling volunteer coordination in Missoula.
 - c. Jim reminded everyone of the Emerging Leader Mentorship Program. It offers \$500 in financial assistance to attend the Society Meeting, which includes attending the Governing Board retreat, breakfast, and meeting. If you know of emerging leaders in AFS, please forward their names to Jim.
8. WDAFS and Chapter annual meeting MOU (Jim Bowker)
 - a. Comments on the MOU have been received from Western Division officers, Ramona Swenson, the Cal-Neva Chapter, Jane Sullivan, and Amber Steed. If you have comments, please get them to Jim by July 27, 2016.
9. AFS Fisheries Professional Certification reimbursement
 - a. The only person to submit a request for reimbursement by the June 1 deadline was Jim Bowker. Travis moved to refund Jim \$100, per the procedure approved at the 2015 mid-year meeting in Bozeman, Cleve seconded the motion, and the motion passed with no objection.
 - b. Travis reminded everyone who is interested to get certified and make a request for reimbursement by June 1, 2017.
10. WDAFS and chapter meeting metrics – Sent out
 - a. We still need information from AK, AZ/NM, MT, and WA/BC; please get these to Jim by July 28th.
 - b. Jim reported that there are 77 AFS units, plus 61 student subunits. This is a lot of information to compile. Hopefully the new database will make this easier; there will be training at the Governing Board Meeting.
 - c. Jay asked for confirmation that the reports should only include information since April. Jim replied that he is correct because they are reporting twice a year now. Ron Essig is thinking about annual reporting, so if you have an opinion, please forward it to Ron or Cleve can bring it up as the Management Committee representative.
11. New or other business
 - a. Travis reported that he and Jim have developed an online form to request unbudgeted funds from the Division. Travis is working on the language for the website, but hopes to have that posted in the next few weeks.
12. Next Meeting – August 18, 2016. Meeting adjourned at 11:49 MT.

Action Items:

Travis – put together an accounting of all 2015-16 expenses to help Cleve develop his budget.

Chapter officers – please email the dates of your 2017 meetings to Cleve.

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Chapter officers – if you have comments on the meeting MOU, please get them to Jim by July 27, 2016.