



American Fisheries Society

Western Division

President Cleve Steward, President-Elect Brian Missildine, Vice-President Jackie Watson, Secretary-Treasurer Travis Neebling, Past-President Jim Bowker, Student Representative Zach Klein

Executive Committee Conference Call: Wednesday, September 14, 2016

Start Time: 8:00 am AK time/ 9:00 am PT / 10:00 am MT

(Note: 2016-2017 WDAFS ExCom meetings are scheduled for the second Wednesday of each month)

1. Welcome and roll call
 - a. Cleve Steward (President), Brian Missildine (President-Elect), Jackie Watson (Vice President), Jim Bowker (Past President), Travis Neebling (Secretary-Treasurer), Zach Klein (Student Representative), Aaron Martin (AK), Joe Merz (Cal-Neva), Rick Henderson (CO-WY), Shivonne Nesbit (OR), Cassie Mellon (UT), and Alix Blake (WA-BC).
2. Determination of quorum
 - a. A quorum was established.
3. WDAFS Secretary-Treasurer report (Travis Neebling)
 - a. Approve July ExCom meeting minutes (attached) (Travis)
 - i. Minor revisions were received from Ben C. Jackie moved to approve the Excom minutes as revised, Jim seconded the motion, and the minutes were approved with no objections.
4. Discussion of the role/function of the WDAFS and its Executive Committee (All)
 - a. Cleve introduced all of the WD officers and how Chapter officers make up the rest of the Western Division Excom. We will try to use Robert's Rules of Order when appropriate (e.g., anything that needs formal approval), but otherwise we will try not to be too formal. We do need to follow the Procedure Manual.
5. 2015-2017 WDAFS activities and accomplishments (Jim Bowker)
 - a. Jim spent a lot of time on the Governing Board Report.
 - b. Reno was a very successful meeting. The plenary session was great. Having the opportunity to meet with Ron Essig was very useful for the Division and chapters. The meeting was a success financially and the profits should be coming back to the Division later this month.
 - c. Portland was the meeting that kept on giving, earning the Division over \$69,000. Because of this, Jim's budget included \$42,000 in "membership benefits" (e.g., scholarships, travel grants, small grants).
 - d. Hilda took the lead on updating the Procedures Manual. It is over 140 pages and sections are being updated as necessary.

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- e. Jim, Hilda, and Travis developed a meeting MOU which outlines the roles and responsibilities of the Division and host Chapter. The Southern Division has requested a copy of this.
 - f. Other intangible highlights include the Oregon and Idaho chapters, multiple winners of the Society's Outstanding Chapter of the Year Award. These chapters are leading the way in the Society. Be sure to take advantage of services like HelmsBrisco, Shawn Johnson, and AFS's conference call service.
 - g. Cleve commented that the accomplishments listed above are largely due to the hard work of Jim, Hilda, and other past presidents.
 - h. The revised Bylaws, Procedures Manual, and MOU will be up on the website shortly. Cleve suggested reviewing these to strive for consistency between the Division and chapters, and reminded everyone that the Society's Constitutional Consultant (John Boreman) is a great resource.
6. WDAFS President's goals and priorities (Cleve Steward)
- a. Much of Cleve's vision mirrors what Jim described above. We need to continue what we've started. Much of his vision ties back to membership which enhances professional and personal growth.
 - b. Professional certification – Jim challenged the WD officers to get certified; Cleve is challenging the chapter presidents to get certified too.
 - c. Cleve would like to reengage the Mexico Chapter. They hosted a great meeting in Mazatlan and Cleve will work with Felipe Amezcua to reinvigorate the Chapter. Cleve also asked the chapters to speak up if they don't feel like they are getting enough from the Division.
 - d. Cleve is working to recruit new blood to many of the committees.
 - i. Mary Buckman (former WD Secretary-Treasurer) is retiring fully and has boxes of WD documents that need to be archived electronically. Shivonne suggested the Oregon State Library as they archived the Oregon Chapter documents.
 - e. We have so many worthy members; we need to continue to be active in award nominations.
 - f. Aaron commented that the Alaska Chapter is trying to work more closely with the Yukon (mirroring the work done by the WA-BC Chapter).
7. WDAFS Secretary-Treasurer report (Travis Neebling)
- a. Finances (attached) (Travis)
 - i. The only major change to the finances was paying out \$3,500 for one of the 2016 Small Grants. We hope to have the income from the Reno Meeting soon. Jim will revise the Meeting MOU to state that copies of all receipts and invoices will be forwarded to the WD Secretary-Treasurer for auditing.
 - ii. Cleve commented that Travis is a wealth of knowledge and you should contact him if you have any questions about Division or Chapter finances.
 - iii. Jim noted that the AFS Survival Guide is being revised and should be re-released soon. Joe asked if the old version is still online. Jim answered that it is, but it is buried. Cleve asked that if anyone finds it, that they please email it out to the rest of the Excom. Brian suggested that the revised version be posted on the WD website.

8. Report on 2016 AFS annual meeting in Kansas City (Brian Missildine)
 - a. Brian commented that the Kansas City Meeting was very good; the facility was wonderful. The Social Media symposium was really well done. Unlike most meetings, there was a plenary speaker each morning.
 - b. Cleve noted that the next AFS meetings will be Tampa Bay, FL, Atlantic City, NJ, and Reno, NV (with The Wildlife Society). These meetings are where a lot of AFS business gets done. There are two Governing Board meetings (one before and one after, for incoming members), plus a Management Committee Meeting (focuses on day to day business).
 - c. We have a new AFS President, Joe Margraf. Joe hopes to increase the exposure of AFS, as well as increasing the quality and relevance of its publications.
 - d. Cleve commented that AFS staff are doing better under Doug Austin; moral is up, but they still need to work on their responsiveness to member needs. Jim agreed and encouraged members to communicate more with staff.
 - e. Cleve commented that the Management Committee reviews the Executive Director's performance. He was given a thumbs up this year.
 - f. Dan Cassidy is the Deputy Executive Director. He is a CPA and very capable. Dan states that the Society is doing very well financially.

9. Report on AFS Governing Board meeting in Kansas City (Jim)
 - a. The Governing Board Reporting Tool will be out soon. This is a database entry tool for quantifiable metrics. They are going back to one report per year. This will be more like the meeting metrics that Jim has been collecting in recent years.

10. Reports by WDAFS Chapter Presidents – recent accomplishments and issues of note
 - a. UT – Cassie – The officers have not met over the field season. They will be meeting tomorrow. Their 2017 meeting will be co-hosted with the CO-WY Chapter in Grand Junction, CO. Cleve will attend that meeting.
 - b. CO-WY – Rick – They recently held their summer Excom business meeting which was a good bonding opportunity. They are looking forward to meeting with the Utah Chapter. They have a number of students from four-year and two-year schools looking to get more involved, but too few at each institution for a Student Subunit. Cleve asked that they keep Zach in the loop.
 - c. Cal-Neva – Joe – They are working on rejuvenating their chapter, particularly student members. They have three new Student Subunits. They are increasing student travel awards. They are supporting a new book on coastal fishes. Their next meeting will be in Eureka, working with the local Student Subunit.
 - d. AK – Aaron – Their Chapter Meeting will be March 19–23, in Fairbanks. This will be their first spring meeting and will be held in conjunction with the meeting of the Alaska Water Resources Association, to give a more wholistic, ecosystem view. They are starting to plan for the 2018 WD Meeting in Anchorage.
 - e. WA-BC – Alix – The Chapter has a new Vice President. They will be having an officer retreat in a week and half. They have a new website using the AFS template/service. They also have a website up for their meeting in Spokane (April 10–13). They are working to involve more extension schools.
 - f. OR – Shivonne – The Chapter will be holding a retreat next weekend and the agenda includes many items brought up during the other chapter updates (committee recruitment/retention, student involvement, communications); however, the main focus is the 2017 OR Chapter Annual meeting which will be

held in Bend, OR from Feb 28–Mar 3. The theme is 'Casting a Broader Net-Increasing Diversity and Inclusion in the Fisheries Profession'. Shivonne has been working with many agencies/universities pulling together diversity and inclusion policies, strategies, and would love to hear from any of you if you have relevant documents or resources from your chapters or employers. They recently created an ad hoc Diversity Committee and have had a lot interest from membership to participate on this committee. The committee chair developed a draft work plan and will be discussing the scope and goals of this committee their retreat and upcoming annual meeting.

g. Cleve will send out a list of all the Chapter meetings and WD officer attendance.

11. Planning update: 2017 WDAFS meeting, May 22-26, in Missoula, Montana (MT Chapter President Leslie Nyce)

a. The call for symposia will come out in the November issue of Fisheries. They are working on fundraising and trade show planning. Fred Allendorf, Kurt Fausch, and possibly Sally Jewell (Secretary of the Interior) will be the plenary speakers. Cleve is very grateful for both the local and WD involvement.

12. New or other business

- Mid-year, all-day meeting of ExCom in Portland, November 5, 2017 (Cleve)
 - a. Please fly in Friday night and stay at a local hotel (Cleve will email out suggestions). Cleve will pick people up from their hotels on Saturday morning and make arrangements for dinner on Saturday night.
- AFS HQ initiatives/assistance
 - a. AFS offers Chapter liability insurance under their umbrella policy. Denise will send out more information.
- Jim asked that Chapters consider allocating more time at their business meetings for WD officers to speak. We spend a lot of money sending officers to meetings and we want to get the best bang for our buck. Cleve asked what do the chapters want out of these presentations.

13. Summary of Action Items

- a. Jim – revise the Meeting MOU to state that copies of all receipts and invoices will be forwarded to the WD Secretary-Treasurer for auditing.
- b. Chapter officers – Please email Cleve with a list of what you would like discussed by WD officers at your business meetings.

14. **Next WDAFS ExCom Meeting – October 12, 2017**

15. Adjourn – Meeting adjourned at 11:30MT.