



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

2016-2017 Mid-Year Meeting of the WDAFS Executive Committee

9 AM – 4 PM (Pacific Time), Saturday, November 5, 2016

Smith-Root, Inc., 16603 NE 50th Ave, Vancouver, Washington

1. Welcome, introductions, and review of the meeting agenda (Cleve Steward)
 - a. Cleve Steward (President), Brian Missildine (President-Elect), Jackie Watson (Vice President), Jim Bowker (Past President), Travis Neebling (Secretary-Treasurer), Zach Klein (Student Representative), Mary Beth Loewen and Aaron Martin (AK), Joe Merz (Cal-Neva), Rick Henderson (CO-WY), Jay Hesse (ID), Shivonne Nesbit (OR), Leslie Nyce (MT), Cassie Mellon (UT), and Alix Blake (WA-BC).

2. Determination of quorum (Travis Neebling)
 - a. A quorum was established.

3. Approve minutes of last month's (October) ExCom Meeting (Travis)
 - a. No revisions were provided. Jim moved to approve the Excom minutes as presented, Rick seconded the motion, and the minutes were approved with no objections.

4. Overview of WDAFS Bylaws, Standing Rules, and Procedures (Jim Bowker)
 - a. Jim gave a brief overview of Robert's Rules of Order.
 - b. The Procedures Manual is updated regularly. It mostly focuses on how the Division conducts business, but there is some information for the chapters. Cleve asked Jackie to review the Procedures Manual and Bylaws to ensure that everything makes sense to someone who might not be as familiar as the established officers. Brian suggested establishing a committee to review and stay on top of the Procedures Manual. Cleve suggested expanding this to include all Division documents that need continual updating.

- c. Jim discussed the new online reporting tool for the Governing Board book. There are 71 AFS units in addition to 60–66 student subunits. Beta testing will begin soon. Jackie asked about beta testing the data mining; Jim replied that they have not begun that yet. The timeline for getting it rolled out is still up in the air, but it is likely that they will do away with biannual reporting. Joe stated that it needs to be spelled out how the results of this will be used to better the Society.
 - d. Jim commented that Bill Fisher reimaged the Governing Board; it had been 51 members and was not quick or nimble. It took someone speaking up and recommending change. This may be needed to the Strategic Plan also.
5. 2016-2017 WDAFS President’s Plan of Work (Cleve)
- a. Cleve stated that much of his plan of work ties to the 2015–19 strategic plan. Hilda identified one or two tasks per goal and was explicit in how to achieve them. This is Cleve’s plan also. [inset Cleve’s POW punchlist]
 - i. Support units...Jim asked if the Division went away tomorrow, would it affect any chapters. The response was no. Jackie commented that we need to better convey to the members why we need to make money. Joe commented that we need to define what the purpose of the Division is. Cassie replied that the biggest area that the Division and Society can help is conveying the importance of being involved AFS to agencies. Leslie commented that within the Montana Fish, Wildlife, and Parks servings as an officer gets you hiring points. Jackie and Joe will focus on this topic more.
 - ii. Mary Beth suggested a Christmas email suggesting providing an AFS membership as a gift. She also highlights two or three benefits of membership in each of her President’s addresses. Brian suggested an incentive plan to convert affiliate members to Society members, potentially including prodeals. Joe recommended distilling goals/benefits into clear bullet points (e.g., X number of travel grants, X number of scholarships, X number of letters of support for environmental concerns). Aaron recommended developing communication strategies for internal and external communication.
6. Treasurer’s Report (Travis)
- a. Travis gave an overview of the Division’s finances.
 - b. Significant time was allocated to going through the draft budget line item by line item. Some points of discussion included:
 - i. Requesting royalties on books that the Division supports, similar to what the Education and Fisheries Management sections do. Jay recommended only asking for royalties on books that come through the Division, not through the chapters. Cleve suggested evaluating these on a case by case basis.

- ii. Jim commented that he asked past presidents to donate a nominal amount to support students. The follow-through rate was very low.
 - iii. Aaron suggested selling pictures or other media.
 - iv. Cleve will ask the Investment Committee to make recommendations to the Excom.
 - v. Jay commented that if AFS certification is a priority, we should ask the Society to reduce the cost to become certified.
 - vi. Joe commented that we need to follow through with ensuring that all meeting attendees pay registration.
- c. Cassie moved to approve the 2016–17 Western Division budget as presented, Leslie seconded the motion, and the budget was approved with no objections.

7. 2017 WDAFS/Montana Chapter annual meeting

- a. Leslie gave an update on the meeting. The call for symposia will be coming out soon. The hotel rate is \$92–96/night. They have some really good field trips planned including a rafting trip. Three of four plenary speakers are lined up.
- b. Cleve commented that all Reno and Portland meeting attendees will be getting a personalized email inviting them to Missoula. Cleve also commented that we need to address potential attendees farther east.
- c. Jay asked about a meeting app. Leslie has looked into Cloud Compass and Coreapps. These would each cost about \$2,000. Alix suggested Envolve which runs \$500–\$2,500.
- d. Jim moved to approve the Missoula Meeting budget as presented, Mary Beth seconded the motion, and the budget was approved with no objections.

8. 2017 WDAFS/Alaska Chapter annual meeting in Anchorage, AK (Mary Beth Loewen)

- a. Mary Beth stated that the 2018 Western Division meeting will be in Anchorage, Alaska in May of 2018. She also commented that the recent Alaska Chapter meeting was in Homer and had 172 attendees. The hotels in Anchorage will not reserve more than 12 months out, so they cannot get started on getting bids. They will be sending a couple of people to the Missoula meeting to start promoting the Anchorage meeting; they are hoping to give away a whitewater rafting trip; Jim recommended having a booth at the Tampa meeting also. They plan to use the same caterers as the 2005 meeting and are recruiting committee chairs that helped out in 2005. They are anticipating 250–350 attendees. They are looking into hosting the Pink Salmon consortium in conjunction with the meeting.

9. Chapter Reports (various)

- a. Alaska – Aaron/Mary Beth – This was the first year the Chapter held their meeting in the spring (it was usually in the fall). They have a new student subunit at Juno. They submitted comment letters on coal mining in the Susitna River drainage and Tongass old growth cutting. They commented that the Division has been excellent in writing letters of support or opposition. They have about \$32K in checking and \$200K in an endowment.
- b. WA-BC – Alix/Brian – The Chapter has been coasting a little since Seattle. They are following up on a resolution to support scholarships that has been in the hopper for a while. Their meeting will be in April in Spokane. They are almost ready to transfer their website over to the AFS service. They have about \$7.5K in checking, \$36K in savings, and \$23K in the endowment.
- c. Utah – Cassie – This year’s meeting will be co-hosted with the CO-WY Chapter. They are a small chapter so they have been struggling to keep some committees active. They have \$35–40K in checking and about \$7K in the endowment.
- d. CO-WY – Rick – They are very excited to be co-hosting their meeting with the Utah Chapter. They have a new student subunit at Colorado Mesa University. They have been struggling to give money away recently. They developed a mentoring program which included per diem and travel reimbursement; however, they have had very few students apply. Joe commented that in his teaching he has seen a drop in volunteerism; this generation works to support their social life. Mary Beth suggested offering it as a credit opportunity. Zach mentioned a project he is working on with the Idaho Fish and Game where students work as a summer bioaide and then volunteer in the winter to analyze small data sets. They have about \$70K in checking and \$32K in the endowment.
- e. Oregon – Shivonne – The Chapter has a new legislative liaison who is focusing on suction dredge mining issues. Their diversity committee has a lot of momentum and interest. They have finalized an investment policy. Jim commented that the Oregon Chapter has a lot of very active committees and he asked how they do it. Shivonne commented that they include committee breakout sessions in their meeting program. They have about \$200K in an endowment and \$85K in checking.
- f. Idaho – Jay – They are planning for their upcoming meeting which will be joint with TWS, and planning for the Idaho Climate Summit. They have a pseudo-membership issue in that they have about 700 members on their listserv but only 177 in the Society database. They have three student subunits and the president of each is a voting member on the Chapter Excom. They are struggling with how to keep committees active; the \$2,016 payment did not work out as planned. They are focusing a lot on PR (outreach and education) outside of agency folks (e.g., Trout in the Classroom). They have \$20K in checking, \$20K in the endowment, \$3K in a Paypal account, and \$60K in an endowment for scholarships.

- g. Cal-Neva – Joe – They have 425 members, a lot of which are female students. They have student subunits at four universities. There is currently a fight between federal and state employees, and those in other agencies; they want the agencies to pay for everything (membership, hotel, per diem). They are working on archiving 25 years of documents that are currently on personal computers. They are trying to get university curriculum to be AFS certified. They have about \$232 K in savings, checking, and stocks.
- h. Montana – Leslie – They are busy planning for the Missoula meeting. They had an Excom meeting earlier in the fall and are working on updating their Procedures Manual. The commented period for the final EIA is open for the Yellowstone River intake dam. Leanne Roulson is taking the lead on this. They have about \$58K total.

10. AFS and WDAFS Committee Updates

- a. Cleve read an email update from Dave Lentz (Time and Place Committee Chair and Listserv Manager)
 - i. Dave disagrees with having a set meeting rotation schedule. Cleve will contact him about this.
 - ii. Dave has not been able to send emails to the listserv since early September. He is trying to work with Email Dodo (set up by Sarah Gilbert Fox), but they are nonresponsive. Cleve will bring this up with Dan Cassidy.
 - iii. Cleve would like to recognize Dave’s contributions over the past 15 years.
- b. Cleve also read an email update from Tracy Wendt (Riparian Challenge Committee Chair and Newsletter Editor).
 - i. Last year was the first time they used an application form and it worked out great. Previously it was hard to score applicants. Tracy will be incorporating some changes into the form this year. The call for applications will go out on December 1 and close on February 1. They plan to notify winners by March 10, well before the meeting early registration deadline.
 - ii. Tracy always welcomes feedback regarding the newsletter. She tries to feature a Division committee update, small grant update, student subunit update, or research update in each edition. She needs Division officer biographies for the next edition and the deadline is December 8.

11. Summary of action items

- a. Jackie – Review the Procedures Manual and Bylaws

- b. Cleve – Form a committee to stay on top of all Division documents that need continual updating (e.g., Procedures Manual).
- c. Jackie and Joe – Better define the purpose of the Division and how it can help the individual (potentially conveyed to agencies).
- d. Cleve – Ask the Investment Committee to make recommendations to the Excom on other potential sources of income.
- e. Cleve – Contact Dave Lentz regarding the set meeting rotation schedule.
- f. Cleve – Contact Dan Cassidy regarding the email listserv setup by Sarah Gilbert Fox through Email Dodo.

12. Adjourn – Meeting adjourned at 16:57 MT.