



American Fisheries Society

Western Division

President Brian Missildine, President-Elect Jackie Watson, Vice-President Dan Dauwalter Secretary-Treasurer Tracy Wendt,
Past-President Cleve Steward, Student Representative Britta Baechler

Minutes for EXCOM Mid-Year Retreat

Saturday, Nov. 4-5, 2017, 9:03 am start

Location: Portland Airport Sheraton

DETERMINATION OF QUORUM

Quorum established

ROLL CALL

Brian Missildine (President), Britta Baechler (Student Representative), Aaron Martin (AK), Amber Steed (MT), Dan Dauwalter (Vice-President), Helen Neville (ID), Ben Brown (UT), Jackie Watson (President-Elect), Laurie Earley (Cal-Neva), Tamara Knudson (WA-BC), Cleve Steward (Past-President), Kevin Gelwicks (WY), Tracy Wendt (Sec-Treas), Dan Bingham (OR)

ACTION ITEMS resulting from this meeting

Brian

- Send the policy webinar notice out to all of Western Division (me)
- Reach out to Christine Moffet to see if she is interested in chairing a diversity committee, as well as to other folks who have expressed an interest in participating.
- Email out October minutes with minutes from this meeting and approve both on next call.
- Email out a budget as updated in this meeting

Jackie

- Revise procedures manual to include recent revisions to bylaws
- Get a recommendation from John about how to handle the bylaws changes voted on in this meeting, since the last round of amended bylaws have not been accepted by the governing board yet, though were approved by WD
- Check on AFS reporting system

Cleve

- Try to attend Society policy group and report back to the Division

Tracy

- Follow up with Utah Chapter re: change to endowment
- Look at minutes from Missoula Excom meeting for discussion about the Western Native Fishes \$500
- Draft hardship policy language for travel grants
- Find trade show vendor spreadsheet and forward to Jeff F and Aaron – forward to all Excom
- Follow up with Aaron for AK meeting budget
- Review notes/discuss CDs with Travis – what do we do when they are up, and one expired in October.
- Find the graph Travis presented in Missoula (about endowment?)
- Coordinate with chapter presidents and Eva to make sure everyone gets on the email list of members each month.

All Excom

- Review travel estimates for AK and revise as necessary based on schedule update and \$209/room

Ben

- Send out rotation list for Chapters to host WD meeting

Kevin

- Forward a link to ExCom re: the CO-WY mentoring program
- Check with CO-WY at the annual meeting to see if the Chapter still plans to host WD in 2023

Tamara

- Locate speaker information re: diversity

TREASURER'S BRIEFING

- Tracy provided an overview of the financials spreadsheet
 - Western Native Fishes database fee \$500 still showing, has not been spent. Tracy will look through minutes from the Excom Meeting in Missoula to see what was discussed then
 - October is start of new fiscal year for Division
- UT requested a change to endowment that will be updated after this meeting
- Jackie suggested a deadline for spending small grant awards, to be discussed later in this meeting

PRESIDENT'S REPORT

Update on Society Business

- Governing Board Update (Brian)

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- Dues will be increasing next year (to \$95) and the Division will be moving from Taylor & Francis to Wiley so all journals will be free on-line access for all AFS members. Fees haven't been increased in a long time; this increase will also help cover cost of not charging for journals and increased staff at AFS
- There is a new policy advisor [Drue Winters] taking over for Tom Bigford who retired
- We need to send the policy webinar notice out to all of Western Division (was this Brian's action item?)
- AFS Governing Board meetings are open to anyone
- Management committee update (Jackie)
 - Rutgers University has a new subunit
 - A lot of information comes out about AFS financials and Jackie plans to start updating our Excom going forward
 - Replacing John Borman as Constitutional Consultant: Dennis Riecke
 - Committee calls are monthly.
- General
 - Brian reminded everyone to be familiar with the procedures manual and to make any suggestions where updates are necessary
 - AK and CalNeva are updating their bylaws soon and will share with the Division
 - Tracy suggested student subunits be made aware that they have bylaws and they should be periodically reviewing them and making sure they are up to date
- Pebble Mine and Policy
 - There needs to be better communication with the Chapters regarding AFS policy activity. The Pebble Mine letter is an example of this, as the AK Chapter didn't know that AFS was working on the letter and did not appreciate being left out of the loop until so late in the process.
 - AFS could benefit in these situations from expertise at the Chapter and Division level, environmental and policy committees at the Chapter and Division level should also be looped in and could provide assistance and/or feedback.
 - None of the comments provided by division folks who reviewed it were addressed. It was disappointing to spend time reviewing it and then not be considered
 - Brian thanked everyone for taking the time to review the letter and provide comments.
 - It would be nice if the letter could be sent out to the Chapters so they know what's going on (that it's been posted for public comment, etc).
 - Members can sign up for policy news updates – see most recent AFS newsletter.

OVERVIEW OF PROPOSED PLAN OF WORK - *See hand out "president's plan of work"*

Financial Sustainability Plan

- Intent is to avoid dipping into the endowment fund each year.
- Brian suggests the Division work with Oregon and create something for the Division similar to what OR is doing for the Chapter: i.e. additional events/fundraising, other sources of income, to improve long-term stability.
- Funds are split between WD and Chapter hosting a meeting (50:50 split up to 20K and remaining is split 60:40 in Chapters favor)
- The Division needs to find ways to make more money on the meetings, provide more for the chapters.
 - Laurie suggested reaching out to Shawn Johnson re: contract review and negotiating when planning meetings
 - WD doesn't currently do any fundraising other than getting sponsors for meetings
 - AFS does seek long-term sponsors and we should start doing this for the Division in coordination with AFS and Chapters outside of the meeting-planning process
 - AK is still seeing good revenue from books, Division could look into books, smaller opportunities like Amazon Smile
 - Wyoming has a successful fundraising committee; Idaho as well, look into recruiting some of the successful chapter people to helping Division without burning them out.

Travel awards

- The current method of distributing travel funds excludes some people because the current method requires payment upfront, to be reimbursed.
- Last year there was \$10,000 for travel for professionals/students/etc. and awarded 38 awards (42 applicants)
- The Division is concerned about people being advanced travel funds and not showing up for the meeting, or actual travel costs less than award
- There are four categories for travel awards: student, early professional, professional, international categories (last year all were combined)
- One option discussed: cover registration, then provide a check at the meeting
- Second option discussed: Create a hardship policy so people applying for funding know there are options to help them if they cannot front the costs to attend the meeting, then work it out on an individual basis upon request. This will be added to the announcements of the travel grants etc. Tracy to draft.
- However we decide to resolve, it needs to go in the procedures manual

- Committee established to deal with travel grants: Dauwalter, Tracy, Jackie, Cleve, Britta will form this committee. If this is going to be a standing committee, we need to follow proper procedures to create a committee.
- Travel grant decisions need to be announced prior to early registration closing.

WD Anchorage

- WD meeting budget was not presented at this time.
- Aaron provided a meeting update
 - Meeting date and location: May 21-25 at the Egan Center downtown
 - Contract is in place
 - Hotel: Hilton in downtown Anchorage 2 blocks away, 324 rooms blocked out; rate is \$209/night. Meeting spaces, food, and beverages are still being arranged
 - Excom meeting: Sunday May 20th
 - Local arrangements committee is working with Shawn Johnson
 - Banquet will be Wednesday night at Kincade Park and Chalet, which is not downtown so the Chapter is looking into transportation and catering now
 - Welcome social and Spawning Run are being organized/planned now, both to be downtown
 - Evaluating field trip options for Friday
 - Working to finalize registration costs
 - Looking into getting reduced costs for attendees for extracurricular activities
 - Program committee is meeting monthly
 - Theme: Change, challenge and opportunity in fisheries: Fishing for solutions”
 - Brian and Jeff are working on plenary speakers and are taking suggestions
 - Developing continuing education ideas and evaluating venues
 - Symposia and workshop proposal deadline January 5, 2018
 - Publicity Outreach committee is handling advertisements, artwork, etc. – asked Excom to help with outreach by sharing the flyer (to be developed) at Chapter meetings, through social media and on websites.
 - Need more help with tradeshow. Tracy will find vendor spreadsheet and forward to Jeff F and Aaron – forward to all Excom.
 - Working on website based on Missoula meeting framework.
 - AK has their own travel grants, so some level of coordination will need to take place to make sure folks aren’t getting travel awards from WD and AK.
 - Cleve noted that we need the meeting budget ASAP because EXCOM needs to approve it.

- Excom members need to review their travel estimates based on the hotel fee that Aaron mentioned here (\$209) if that's not what was assumed
- There needs to be regular conference calls for all committees chairs to coordinate, not just committees meeting independently
- Chapter should consider actively recruiting symposia
- AK is planning for 400-500 attendees
- The Chapter doesn't have a license to do raffles
 - Look into whether or not any of their membership has a permit/license that can be used
 - Jackie pointed out that the raffle is an expected part of the meeting, in addition to being a big fundraiser so we should try to work through this issue.

Procedure Manual

- Travel committee needs to be added to Procedures Manual
- Officers need to review Procedures Manual and make sure it is up to date
- Jackie will update it with the bylaw revisions that were recently approved.
 - Noted that we need to get an MOU in place between WD and WA-BC for the 2020 meeting.

Website update

- Brian said that Travis has more time and will be making major updates to the website, still www.wdafs.org.
- The Division changed to the AFS society platform due to super hackers.
- Hacking going on with emails requesting money transfers so make sure if your treasurer is getting these requests that they are legit.
- Jackie said there is also a WD page at fisheries.org that contains no information.

Committees

- Diversity
 - Brian would suggested the Division make more of an effort towards diversity. The OR Chapter has created a Diversity, Equity & Inclusion Committee and Brian suggested the Division learn more about it and consider doing something similar
 - Bingham will forward Excom the work plan for this committee.
 - ID has been working on something similar.
 - General consensus of the group is that we need to do this at the Division level: create a committee and work plan.

- Tamara saw a speaker on this topic elsewhere and will track down their name, we should consider as a plenary speaker at a meeting.
 - Brian suggested the Division consider creating a policy for conferences about harassment and discrimination similar to what others have in place – he has forwarded an example policy to someone at AFS as a suggestion. Brian would like to create a committee for this sooner than later and we need to make sure the committee is made up of a diverse group of people. The Society doesn't really have a policy for any of this, so we would be leading the way.
 - Bingham will reach out to OR's committee to see if anyone there wants to step up and chair, Brian is calling for volunteers to chair the committee. Jesse T and Christine Moffett were also suggested as people to reach out to.
 - Cleve said we also need to consider the next step – not just implementing policy, but to also think about what we can offer our members who feel discriminated against or victimized, provide an opportunity for them to speak freely where they feel safe.
 - Helen said we should reach out to students and early professionals who feel intimidated or discriminated against, too.
 - Consider creating a pledge for people to sign committing to adhering to the policy, maybe even as they register for meetings.
 - Brian will reach out to Christine Moffet to see if she is interested in chairing, as well as to other folks who have expressed an interest in participating.
- Resource committee
 - Brian said the Division has this committee
 - Leeann Roulson is the WD representative to the AFS committee and Cleve is involved in the committee
 - Cleve said we need to talk about making this committee more involved rather than just on paper. They should be identifying issues and deciding which ones we want to have a voice on and to work closely with the Society and report back to the division and chapters.
 - Cleve will try to attend Society policy group and report back to the Division.
- Early-Career professional committee
 - This is an unmet need by the Division. It's a gap between school and being a student and being a professional.
 - This committee would consider mentorship, career guidance, workshops or other assistance with job tasks not typically learned in school (applying for grants, for example)

- Aaron voiced a concern that this could be redundant with some existing infrastructure like student colloquium; Consider opening up the student mentoring social and colloquium at the annual meeting to early professionals, too.
 - CO-WY has a mentorship program that pairs up mentees and mentors; Kevin will forward a link to ExCom re: the CO-WY mentoring program.
 - Early professionals are also a valuable resource for students
 - Student subunits could help identify some of these needs
 - Division could consider looking into doing some of this earlier through the Hutton program, too.
- WD support efforts
 - Brian asked us to think about where the Division can provide better support to the Chapters.
 - Tamara said WA-BC wasn't aware that AFS had plaques they could order and use, so clearly there are resources available through AFS that Chapters don't know about. Brian said he used to be WA-BC chapter president and he ordered them from AFS, so there is clearly a lack of communication between outgoing and new officers. Amber said the MT chapter has a good procedures manual that helps them communicate to new officers and preserve institutional knowledge.
 - WD is the voice for the chapters to the Governing Board and it feels like AFS isn't listening. Cleve said we are holding them accountable – asking them to attend our meetings and meet with our membership.
 - Brian said the Division presidents don't talk to one another, and maybe that would help – the Divisions could communicate and band together to take issues to AFS.
 - On monthly Excom calls, we should be encouraging Chapters to discuss issues they are having, how they can help one another, how WD can help them, WD can ask what issues Chapters need help with or want WD to approach AFS with.
 - It was suggested that we consider making some calls chapter-driven to discuss chapter issues, successes, alternating with business-focused calls. Or, we have business first, chapter updates, and have a chapter highlighted to talk about their issues based on a schedule. Cal-Neva (Laurie) volunteered to do this in January.

Expectations

- Brian asked that all Chapters make an effort to be represented on calls/meetings. Make sure there is an officer on the call, find somebody to replace you if you can't make it.

Volunteer

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- Brian has a list of people from the Missoula meeting that are willing to volunteer in various capacities
- Jackie has some from the travel grant application, too, and she will forward to Brian. This came from a checked box on the registration for Missoula about “do you want to be more involved in WDAFS”
- Cleve is part of the nomination committee for Society and WD officers, so he will be reaching out soon to people to recruit
- We should run the elections in the spring. Student Rep election needs to happen at the same time as the rest of the Excom officers
- Chapter presidents should think about who in their chapter would be a good candidate
- The Division should get the call for nominations out in the next month or so

Communication

- Tributary every quarter
- Brian considering a monthly email to the listserv
- Brian considering a bi-monthly call with student rep, president, and subunit presidents;
- Consider having someone from Excom attend part of the colloquium. Britta will ask about it this year to see how students feel about it.
- Chapters need to communicate more with the subunits.
- Reminder that Excom calls are open to membership, too. Consider sending agenda out to the listserv.

Financial Business

Plan of Work Budget-Related Items (Brian)

- Developed based on last several years’ budgets; refer to Brian’s draft budget;
- Motion to accept the budget: Cleve; second: Laurie; vote: unanimously approved

Endowment Fund Disbursement Plan

Brian opened a discussion about moving the balance of student travel fund to WD general fund. No one in attendance knew what it was originally set up for, Brian will discuss with Travis [see Sunday minutes for details]

WESTERN DIVISION MEETINGS

- Kevin mentioned that there is a list of rotation for Chapters to host WD meetings
- Cleve recently mentioned that AFS is interested in hosting the 2023 meeting in Spokane, but CO-WY is assigned to host WD that year
- Kevin will talk to the CO-WY Chapter to see if CO-WY truly want to host

- Cleve will talk to AFS to see if they are officially planning to do it in Spokane, but he doesn't think they have made any commitments yet
- A decision can wait so CO-WY can discuss it at the business meeting in March
- Ben is sending the list out to Excom, Cleve suggests we look at the rotation list and see if it still makes sense

AWARD REVIEW, MODIFICATIONS, AND RECOMMENDATIONS

See hand out from Cleve

- Jackie mentioned that the small project grants were intended to fund small projects
- Cleve pointed out that we helped fund a large project for the display in Reno (Monster Fish)
- There isn't a formal voting process for the first three awards on his sheet – Cleve emphasized the need to make sure we are getting quality people for these awards
- Chapters and members should be nominating people for these awards and we don't get many nominees usually
- Jackie said we should consider the deadlines for nominees and might try to accommodate Chapter annual meetings – that way chapters will be in “AFS mode” when we call for nominees
- Jackie said she and Jim had talked about making separate categories (small chapters and large chapters) for chapter awards like the Society does to try to level the playing field for smaller chapters
- Cleve said we need to encourage chapters who don't usually apply
- Helen suggested we alternate – big chapter one year, small chapter the next
- Britta suggested that the award be based on a certain topic each year, such as “Exceptional outreach” or something
- We should also limit the number of pages for the application (OR's application this year was 150 pages)
- Cleve will come back to the group with a recommendation.

STUDENT COLLOQUIUM AND OTHER STUDENT RELATED ISSUES

- The 2017 Colloquium is Nov 14-17 in McCall, ID
- 31 students are registered to attend; Transportation from airport and boarding was covered by funds raised, but not airfare.
- Britta is going to organize the student leadership call bi-monthly and Excom officers will rotate participating

4:25 Adjourn for the day

Sunday November 5: 9AM-12:30PM

Absent: Dan Bingham, Amber Steed

STUDENT TRAVEL

Brian had more information about the funds in the endowment were set aside for student travel from the WDAFS pot.

- Travis said it is a challenge to get money out of the endowment and again recommended we turn it over to the WDAFS pot.
- Cleve suggested the funds could be turned over to the student subunits if they need it. Most of the reps said they give financial support to their active subunits.
- Britta is going to check in with the subunits to assess their financial health
- Aaron said it should stay for the purpose of student travel in some capacity since that was the original intent
- Helen said the BYU subunit is not allowed to fundraise; when the Chapter wanted to support a student event they had to ask permission from the University.
- Dauwalter said we should wait to do something with it after we make bigger decisions about the endowment fund
- Aaron asked what about bringing the money to our greater pot and use the return or develop a plan for it
- Brian suggested we open a separate savings account for profit from the endowment, or another checking account, something easier to access. Tracy said she doesn't think we can have a savings account and Cleve said we won't make much interest on a savings account. Tracy will review the rules/notes from Travis and find out what we can and can't do.
- Jackie pointed out we have CDs and one is about done, what will we do with it? Brian said we typically just roll them over. Tracy will check with Travis about the CD that expired on October 9th – what do we do with that?
- Cleve said it's not good business practice to have multiple checking accounts, we should just track things through our budget instead of starting a new one. He said we should sit down with our investment committee and revisit our philosophy, learn what other divisions do for their students, there may be some innovative ideas out there. Dauwalter offered to reach out to the other Divisions
- Jackie said we need to work on the financial sustainability plan before we make big decisions and we should probably be using the interest to benefit our members.
- Brian said we also need to think about how far we want to draw down the endowment when we need to. Tracy will find the graph Travis presented in Missoula.
- Kevin pointed out that the value of the endowment will fluctuate year to year because we draw off it, so it would be hard to have it as a steady source.

EXCOM TRAVEL TO CHAPTER MEETINGS

- Brian asked what message to we want to convey to the Chapters and reminded everyone to set aside 5 minutes at their business meetings for Excom members to talk.
- Helen said the Plenary or another venue might be better because the business meeting is so tight for time
- The key thing Chapter people want to know is what are the benefits to being a part of WD, what are the chapters getting for participating/contributing to the Division as well as travel, benefits, awards, anything major going on with the Society. Since rates just went up, it's a good time to mention the change in publication providers, free access, other benefits.
- Jackie said sometimes it's just society members at the business meetings because affiliates can't vote so they don't usually attend that portion of the meeting. Affiliates pay state dues but not AFS dues, so they are members of the Chapter but not the Society – they are non-voting members.
- Jackie said getting access to the journals is a benefit worth the membership fee increase.
- Cleve said there are materials available for talking about these, we might also note accomplishments, but it all really depends on how much time is available. Cleve said more people are typically at the plenary than at the business meeting.
- Excom could use it as a call or opportunity for people to say what the issues are that they care about.
- Aaron said he doesn't think the emails from the Society reach everyone.
- Not all chapter presidents are getting the membership lists Eva sends out. Some of the presidents confirmed they are not getting the bi-weekly email newsletters from the society. Some are getting the membership list, some are not. Brian said all officers are supposed to get it and if anyone isn't getting it they need to email Eva and let her know they need to be added. Cleve said this list can be useful in contacting lapsed members or reaching out to people who aren't actually members or members who aren't attending meetings. Tracy will coordinate getting Eva to send these to those who aren't getting them. Excom can use attending meetings as a way to get to know potential leaders and find officer candidates.

APPROVAL OF OCTOBER CONFERENCE CALL MINUTES

- Postponed until the December call so there is more time to review.

TRIBUTARY

- Tracy will work with the candidate and help him transition through a couple issues

STUDENT ENDOWMENT FUND

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- It was suggested that the Student Representative had an understudy or overlapping term with incoming representative
- Dan said if we have an understudy, there is an additional travel cost to have them both attend multiple meetings
- Britta said it might not work to have a student rep make a two-year commitment, Britta said she didn't hear about it until her second year so now she feels like she can't do it a second year since she will graduate
- Jackie suggested that we make it flexible, so if they only want to do it for a year, you do it for a year, if you can do it for two
- Cleve said the student rep doesn't necessarily need to be a student – they could be a student their first year, then the second year they may graduate but they could stay the rep
- Britta said it could be tough if someone is starting a new job; flexible term option to do second year without a vote
- Tracy said the student rep was always intended to eventually be a voting member of Excom, so while we are discussing changing the position we should consider this as well.
- No need for understudy if we go to flexible term, maybe have a little overlap of terms or make sure the Excom helps mentor
- Tracy suggested that Britta review the procedure manual to see if everything is up to date
- Helen motioned to change the student representative term to two-year flexible, without need for election for the second year with the requirement to notify Excom if they don't want to stay on within 1 month prior to elections. Jackie seconded. Discussion to clarify the one-month. Passed unanimously.
- Tracy moved to make student rep open to non-students and make them a voting member; Cleve seconded. Discussion: with six voting members, reminder that Brian only votes in the event of a tie.
- Making the Student rep a voting member would mean changing the bylaws, so if approved it will have to be changed in the bylaws, sent out to membership, 2/3 of membership who vote would have to approve the change.
- Cleve suggests we aim for modifying bylaws some time later in the year to capture all changes, get it approved by the management committee, then vote on it at the annual meeting.
- Tracy said that since it's a change to the way the elections happen, we need to have the bylaws approved before the election.
- Jackie said she'd talk to John to see if we can make this one more change to the bylaws that were recently amended, and get direction for how to proceed. Aaron suggested to change the wording of the motion to specify that person must be a student at the time of election.

- Vote: unanimously nae
- New motion by Tracy – WD Excom student representative position will be amended to be a voting member; elected representative must be student when elected but can have graduated for second year. Laurie seconded. No discussion. Vote: unanimously approved.
- Jackie will look into bylaw changes.

Brian opened discussion of having the student colloquium with the annual meeting, he would like to know what the students think.

- The Colloquium and WD meeting were held together in Mazatlan.
- Tamara pointed out that she is in favor of having them combined in the interest of boosting attendance.
- Helen said she is in favor of it, but it takes a lot of effort to organize and it could detract from planning to present at the annual meeting, and part of the purpose is to practice talks to prepare to present at a professional meeting
- Britta said the biggest perk to combining them seems to be funding and logistics
- Helen said we should think about what the intention is of the colloquium when making this decision
- Tracy mentioned that she, Britta, Zach and Jane had discussed this via email. Tracy and Jane feel strongly that the Colloquium should be separate because it's intended to be for students, by students. There is a value in the students planning it and fundraising for it. When the meeting was combined with the colloquium in Mexico, it got lost in the larger event. There is a special feeling to the colloquium that may be unique due to being planned for and by students.
- Brian said it couldn't go concurrently with the Division meeting because it would take away from their time to present, then it become a long time for students to be there, if the colloquium is before or after the WD meeting
- Cleve said one of the challenges is raising money so students can attend – consider WD providing more support
- Jackie pointed out that there is nothing about the colloquium in the procedures manual and asked Britta to help her write something up
- Helen suggested we look for a sustaining sponsor and make it part of our financial sustainability plan
- Tamara said she doesn't know much about the colloquium and would like to know how it's promoted and would like to get more information about it
- Helen said one of the ways people give money now is through kickstarter or gofund me and suggested students consider that avenue for fundraising in future colloquiums

- Brian said it sounds to him like we want to keep it separate, and Britta is going to ask students how they feel about combining.

Mexico Chapter Meeting

Cleve presented about the Mexico meeting

- The meeting was in LaPaz
- There were a lot of good talks and about 80 attendees
- Mx decided to use funds from Mazatlan to hire an Executive Director to handle operations.
- Augustin and Cleve will write something up for the Tributary about the meeting
- Cleve talked to attendees about membership, only \$10 for developing countries
- There was a lot of student participation, especially in the poster session
- Cleve felt it was a worthwhile thing, for us to attend and make an extra effort to reach out and keep the chapter engaged.
- Cleve made attendees aware of travel and student awards that are available.
- Mexico Chapter is working on bylaws with John Borman.
- Cleve suggested we reach out to the students as they are pretty engaged. Britta will reach out through Augustin.

DIVISIONAL IMPROVEMENTS

- Brian asked Chapter presidents/officers to talk about things that could improve the Division as a whole
- Cleve said the conversation has been good this weekend about reaching out to students, Chapters, and Society
- Helen asked how workshops get proposed for the WD meetings. Cleve said we have had good ones that are focused on non-technical topics. He said if we are going to talk about Diversity, for example women issues, we should consider having it led by a woman. We should look at other meetings/divisions and see what topics have been successful. Dan asked about the Equal Opportunity section as a resource and Shivonne, Jesse, and Christine were suggested as a good place to start. Would we do it as a symposium or a continuing Education workshop? Non-traditional symposium? Jackie suggested carrying it forward to the 2019 meeting in Reno with TWS to reach a broader audience. Helen said this room is a good representation of gender diversity, and Jackie said we need to broaden our focus to other types of diversity.

DIVISIONAL GOALS

- Brian wanted to talk about increasing attendance, membership and asked everyone to think more about this for a future call, what goals do we want to set for the Division for the year and how would we carry that forward in the next presidency.
- Cleve mentioned the new AFS reporting system, that we should start collecting information as we go along instead of gathering it all when it's due. Jackie will check into this, she has heard it's not ready yet.
- Jackie asked for updated budget to be sent out to everyone. Brian said he'll send it out.
- Jackie asked for clarification about what Excom representatives are going to talk about at the Chapter meetings. Brian said Jim has a presentation he has put together and sent out. Jackie said she presented it last year. She also said the Excom officers should talk about this before meeting season begins. Helen said we should find something engaging and fun, maybe build into the meeting and create better engagement, not just a talk. Kevin said in the past few years they have streamlined the business meeting and made it more efficient – such as the president giving all the committee updates.

No Excom call next week; next call is Dec 13th. Laurie will do her highlight presentation in January.

Adjourn-Head for the Barn (11:14 am)