



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

Executive Committee Conference Call: Wednesday, December 13, 2017

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

To join call, dial 1-800-582-3014 and enter passcode: 837490314#

ACTION ITEMS Resulting from this meeting:

- BRIAN
 - Find out when the Reno meeting site visit will be and who from WD Excom should attend
- CLEVE
 - Provide Excom with draft award announcements by Friday
 - Distribute revised announcements to Tributary, Website, Listserve
 - Finish drafting announcement for Small Grants and share with Excom
 - Discuss Riparian Challenge award suggested changes with Tracy and Amy
- DAN
 - Provide travel award announcement for Tributary to Tracy
- TRACY
 - Track changes to Excom travel budget; prepare for discussion on the next call
 - Talk to Travis about annual budget summary and prepare to discuss on the next call
 - Have update on Tributary for next call
- WD EXCOM
 - Revisit travel estimates for the AK meeting and get to Tracy if you have any revisions (consider meeting schedule and hotel rate of \$209 when revising)
 - Review and respond to Cleve with comments on award announcements

AGENDA

Roll call – *Brian Missildine (President), Dan Dauwalter (Vice-President), Cleve Steward (Past-President), Tracy Wendt (Secretary-Treasurer), Britta Baechler (Student Representative), Aaron Martin (AK), Bryan Bakevich (AZ-NM), Steve (Cal-Neva), Eric Fetherman (CO/WY), Helen Nelville (ID), Amber Steed (MT), Shivonne Nesbit (OR), Ben Brown (UT), Tamara Knudson (WA-BC)*

- Quorum was determined
- Approval of October and Mid-year meeting 2017 ExComm meeting minutes
 - Dan motioned to approve October meeting minutes; seconded by Cleve; Tracy noted that Jackie had emailed a couple changes that need to be made. Voted unanimously to approve as amended.

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- Helen moved to approve the Midyear meeting minutes seconded by Amber; No discussion; Voted unanimously to approve.
- WDAFS Secretary-Treasurer report
 - Tracy discussed details of each tab of the balances spreadsheet, which was sent out with minutes and had been updated to include the budget approved at the mid-year meeting.
 - Tracy noted that Excom Travel needs to be updated:
 - Need travel costs for the Reno site visit meeting – Brian to talk to AFS to find out when the site visit will occur and who from Exomm should be present. Further discussion to occur on the next call.
 - Excom officers need to send revised travel budgets to Tracy for Alaska revised for schedule and hotel rate (\$209) as discussed
 - Cleve asked about preparation of an annual WD financial summary and noted that the balances reviewed didn't have final month's budget (Sept) and the annual meeting finances hadn't been reconciled yet. Tracy will check with Travis about this to see what's typically done.
 - Dan asked which changes to the budget need to be voted on and which just show up as over-under the approved budget. Brian said if we are spending more than was approved it needs to be voted on, but not if we come under; new line items would need to be voted on though. If we exceed budget for some line items, we could look for savings in other areas.
- President's Report (Brian)
 - Communications – As noted at the midyear meeting, Excom needs to maintain communication with chapters and students
 - Web sites – Brian said that Travis has been working on the website and anyone who has revisions or updates should send them to Brian or Travis
 - Tamara asked what other chapters are doing with their websites and annual meetings
 - Discussion: Cal-Neva has switched over to AFS format and has a redirect on conference page to Eventbrite for registration but all the info about the meeting is on their website/event page. Amber said MT does the same thing and the Eventbrite charge is about 6-7% of what the meeting brings in. Brian (AZ-NM) said the AZ-NM chapter uses a different provider but the % is about the same as Amber mentioned. Amber said in the past MT used a different company before Eventbrite and they were 8 or 9%. MT has a volunteer who maintains their website and they are in the process of migrating to the Society template. OR is still on an independent web format – wanted feedback on using AFS site. For WD, Travis has permissions to make updates, but WD pays a maintenance fee; Cal-Neva said their web administrator makes regular updates, but if something big goes wrong or they want to make changes to format, they can have Society do it, such as adding a Twitter feed. Annual meeting registration is typically separate from abstract submissions – everyone seems to do these separately using Google forms or something similar. AK uses survey monkey for abstracts and proposals, separate from registration.

- New committee updates – Brian said there has been good interest in all proposed new committees. After the first of the year, he expects to have a call with the committee chairs. The bylaws and procedures manual need to be updated with the following new standing committees:
 - Financial sustainability – to be combined with endowment fund committee. Members are Troy Brandt (chair), Bob Hughes, Travis Neebling, and Tracy Wendt. The committee is tasked with coming up with a financial sustainability plan for the Division
 - Diversity - Inclusion: There has been a lot of interest in this one, still looking for a committee chair
 - Early career professionals – A lot of interest, still looking for a committee chair
 - Travel awards - Dan reminded us that this is a new standing committee as well
- Other officer updates – Brian M. gave this update on Jackie’s behalf
 - Current bylaw amendments were approved by the Governing Board and have been sent out to WD Excom
 - Amendment regarding the student representative will be sent to Governing Board for approval next month, to add revisions decided on at the mid-year meeting: 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.
 - The new AFS Governing Board reporting tool will be updated by March 7 and the Governing Board hopes all chapters are using it to report by July. Governing Board will reach out during March-July to help Chapters get going with it
 - 2018 meeting budget comment – if all proceeds from the raffle/auction go to students, that puts the proceeds based on the lowest attendance estimate in the red.
- WDAFS Student Representative report
 - Britta gave an update on the 2017 Student Colloquium, held in McCall, ID in mid-November
 - 33 students attended – mix of grad and undergrad students, 7 states represented
 - Cost for students to attend – free! Overall cost to run was \$7,000, students raised these funds; undergrad and grad
 - R workshop, student presentations – first presentations for many of the students
 - Britta surveyed attendees about combining colloquium with annual meeting and about 2/3 preferred to keep it separate for many of the same reasons we discussed at the midyear. She did a follow up online survey with same results
 - Helen and Aaron said they heard from OR and AK students who attended that it was a great event
 - Need to determine hosts for future colloquiums
 - Britta sent updates to students re: scholarship
- WDAFS 2018 Annual Meeting planning update

- Aaron gave an update on the 2018 WD annual meeting in Anchorage, Alaska:
 - The meeting website is up and running
 - Call for symposia is out thru January
 - Working with AK airlines for 5% disc on travel, room block, etc. information is on the website; room rate \$209 which is more reasonable than summer time rate;
 - As recommended at the mid-year meeting, AK is pursuing a raffle permit
 - Waiting for Excom to approve the budget, then they will get registration costs online
 - Brian said there is a planning meeting/call tomorrow.
- WD2018 budget (All/Alaska)
 - Dan and Jackie did a thorough review of the proposed meeting budget; need everyone to take a look at it and comment ASAP if they have any feedback
 - Helen said the student social/mentor event attendance line 74 percent looks off
 - Cleve asked about handouts/registration goodies – it says \$0. Are we not having these or are we expecting them to be donated? Dan said it was discussed that there would not be bags or handouts
 - Target level of attendance - should we be concerned about low #? To discuss on the call tomorrow
 - Review registration fee structure and budget and will vote via email after tomorrow's planning call/meeting – Friday at the latest.
- Tributary
 - Tracy has been working with two folks who are interested in co-editing the Tributary. They are assisting this issue and will know better after that if they are going to take over. Will know more on the next call, after this issue is done.
 - This issue is running a little behind, some important items are coming late
- Awards/time frames (Cleve/Dan/)
 - Cleve said we are on schedule with what we discussed at the mid-year and encouraged people to apply/nominate
 - There was a lot of discussion about whether or not to split outstanding chapter large and small awards. Chapters and subunits selected are automatically nominated at the Society level for the same awards.
 - There was confusion about whether or not it was decided at the mid-year meeting to split the Chapter award (Tracy checked the minutes and confirmed that it was NOT decided for sure to split the award).
 - It was commented that this is a procedural issue – this change needs to be discussed and agreed upon by WD Excom before it is sent out
 - Aaron said the AK chapter Excom had discussed splitting the chapter award and suggested reviewing/revising the criteria for the award to make sure the winning chapter is doing something exceptional – growing, building membership, providing educational opportunities, taking initiative – that we think about our definition of what makes a chapter outstanding. Do some chapters have inherent challenges they have struggled and overcome? Focus on unique accomplishments for the year; It was also commented that if we

split the award there are only a couple chapters that would be considered “small”

- Comments: size should be considered when reviewing the Chapter applications – in the past large chapters have won, but it’s uncertain if that’s based on criteria/performance or because small chapters are not applying.
- Cleve said the current criteria is in-line with the AFS Outstanding Chapter criteria; Brian said everyone needs to read what Cleve sent out and provide feedback directly to Cleve ASAP; Cleve will summarize and make a recommendation for future discussion. One alternative is to postpone the announcement.
- Riparian challenge award call for nominees is out now
- All announcements and forms will be online; all awards will be announced in the next Tributary
- Grad student scholarship announcement going out
- Cleve said he still needs to do small project grants announcement. Winners are determined at the WD annual meeting at the Excom meeting.
- By Friday Cleve will send out announcements for awards to Excom for review. Target date for feedback by Wednesday next week (for chapter and subunit awards); other awards need to go out by Friday if possible
- Britta said she already sent out the announcement for subunit awards. Cleve said if that if there are changes we can send out revisions.
- Proposed changing Riparian Challenge to projects implemented in past 5 years. Tracy, Amy and Cleve to discuss further offline.
- Travel awards – Dan said we are keeping international awards at \$750 and added language about upfront costs being immediately reimbursed. The form is ready to go. Dan said he needs to formalize an announcement about student/early professional/etc. for the Tributary and listserv.
- Candidate update
 - Cleve said there are 5 candidates (2 are from WD) for AFS second VP. The nomination committee is discussing these.
 - For WD, Cleve said he has four outstanding candidates and maybe a couple other recommendations. He is talking to potential candidates and anticipates a strong field of candidates. If you have a recommendation, tell Cleve. He would like to have the candidate list finalized by Mid-January. Tracy recommended that we make sure student rep is on the same timeline. We need to determine if Britta is eligible for a second term (based on discussion from mid-year meeting), if it would be unopposed, and if not, we need to find candidates
- Discussion about affiliate members postponed due to time; if anyone has comments on this topic, please email Amber
- New or other business
 - Helen asked if there has been any headway on policy statement idea from mid-year about diversity. How does WD (or chapters) go about establishing this? Brian will ask committee to take this on when they are officially established; Brian thinks it would be up to the chapter/division to adopt; AK discussed this at their excom retreat, he and Jeff are planning to address this as part of the intro speech at the WD meeting,

will discuss with Brian further, considering posters on this topic to put up around at meeting

- Summary of Action Items – tracy to include in notes
- Adjourn 11:57 MST