



# American Fisheries Society

## *Western Division*

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

### **EXCOM Mid-Year Retreat**

**Date: Nov. 2-3, 2018**

Location: Utah Division of Wildlife Resources, 1594 W North Temple, SLC, UT 84116

\*All times are Mountain Time, daylight savings ends Sunday Nov. 4<sup>th</sup>

**PLEASE SEE ACTION ITEMS AT THE END OF THESE MEETING NOTES**

#### **Friday November 2: 7:30AM-5:30PM**

7:30 AM – 12:30 PM: Antelope Island State Park Field Trip

1:00 Meeting

Roll call

- President Jackie Watson
- President-Elect Dan Dauwalter
- Vice-President Todd Pearsons
- Secretary-Treasurer Tracy Wendt
- Past-President Brian Missildine *phone*
- Student Representative Britta Baechler
- Brian Ertel (MT) *phone*
- Kris Homel (OR) *phone*
- Gabe Temple (WABC)
- Eric Fetherman (COWY)
- Jeff Falke (AK)
- Paul Thompson (UT)
- Steve Brumbaugh (CalNeva)

Determination of Quorum

- Yes

Approval of October meeting minutes

- Tracy is tracking down September call notes; will vote when they are found
- Dan D. moved to approve October meeting minutes
- Steve B. second
- No comments
- Unanimously approved

Treasurer Briefing

- In depth review of “Balances by Month” spreadsheet
- Tracy presents the balances by month spreadsheet. Balances presented are up to date. Encumbered expenses includes funds dedicated to specific tasks. Line items for the cutthroat taxonomy book and for small book and for small grants databases are encumbered but not yet allocated so we may want to look into why those exist.

British Columbia • Yukon • Mexico • Alaska • Arizona • California • Colorado • Idaho • Montana • Nevada  
New Mexico • Oregon • Utah • Washington • Wyoming • Western Pacific islands and trust territories

- Current process to add or remove money from the endowment, Tracy simply writes a check or deposits to the division checking account (I think unless the transaction is large is what Jackie said). When transactions are made, the percentages for the endowment are updated across the chapters.
- There was some question about if the recent book will have royalties.
- Budget of actual vs planned of AK will yet come out.
- For future meetings, comped registrations need to still registers we can track for the future, but in future MOUs should identify the people that will be comped. Missildine made a template MOU for future use that will can be modified for individual meetings. The parent society will send VIPs so we need to either get comped rooms or decide up front who is going to pay for them (WD vs the chapter). Comped rooms will/should be discussed by the meeting chairs/planning committee. Consider food for volunteers in your meeting plans.
- Tracy will make a spreadsheet of multiple budgets for past WD meetings that chapters can use as an example.

## Financial Business

- Review of information provided by Financial Sustainability Committee
  - When Jackie developed the 2018-19 budget she reached out to the sustainability committee for some financial info, how much can we give back to members and still be sustainable, for example. (The sustainability committee manages the Division's finances and investment based on the OR financial sustainability plan.)
  - WD has not in the past determined how much we will retain in each of our accounts (investment, CD, checking) to determine how much can be spent. OR keeps \$300k and spends 50% of the proceeds from the previous year (half goes into investment and half into next year's budget).
  - AFS Management committee has not made a decision yet on revenue sharing, so we can't yet estimate our proceeds for Reno.
  - Development of WDAFS Financial Sustainability Plan – see Attachments D & E
    - Discussion of moving WD to 50/50 approach – the Division budget usually shows a shortfall of funds that would be taken from the investment if necessary. Lately because of timing of funds going out and in we haven't needed to do that. The 2017-18 budget showed a \$46k shortfall, but because so many items came in under budget, the actual budget short-fall was only ~\$6k.
    - Oregon tries to find projects that benefit the chapter at large, such as a free educational workshop or website improvements, that the 50% disbursement are used for. WD may consider deciding if there is a project we want to do, then how much the Division needs to make and set up the budget to accommodate that.
    - Brian discussed this with a small committee in the past in an attempt to determine what the operating budget is on average so we can decide how much we need to have (for example, 2 years operating budget)
    - Need to talk to financial sustainability committee to get a recommendation about what to do with CDs – WD has had \$40k tied up in very low yield CDs that could be making more money, but WD needs to make sure whatever we do with it doesn't affect our status as a non-profit and doesn't affect our tax returns
    - Recommendation is to have a call of WD Excom (full) and sustainability committee to discuss these issues then bring a recommendation back to Excom to vote on. We could do this in combo with our usual monthly call.
  - FSC task – quarterly or semiannual summaries
    - Troy Brandt asked if WD wants financial summaries and how often. Jackie recommended we wait and talk about it on the call with the FSC mentioned in the above bullet point.

- Proposed budget scenarios
  - Make sure Student Representative is budgeted to attend one chapter meeting. A suggestion was made for them to attend with an Excom officer their first year as a mentorship to learn how to represent WD at a chapter meeting, then second year at their own chapter (or another chapter of their choosing). This will be budgeted under Excom travel to chapter meetings. This is to be updated in the procedures manual.
  - Budget is always based on anticipated income, anticipated expenses. Several suggestions were made about how to base budget on past years and how to implement the change. Add this to the FSC call and consider a subcommittee. Consider having a couple past-presidents provide comment on this. The same budget questions and concerns come up each year, would be good to find a way to address them with procedure. Identify standard expenses, fluctuating expenses, typical income.
  - Discussion about adding budget item for \$500 for sponsorship of AFS meetings. This could be the society, chapter, or other division meetings. This would be first-come-first serve. This could be a good outreach tool in the case of providing some funding other organizations meetings, too. Consider adding line item for sponsoring other organization's conferences. We should not be getting a request from AFS this year because the meeting is in WD. Suggestion was made that the worst case scenario (WD gets 2.5%) we won't budget anything for AFS (i.e. chapters outside the Division or other Divisions) and in 5% scenario we budget \$500.
- Discussion of various budget items
  - Book requests
    - Trouts and Chars of the World – not sure where they stand on their other fundraising, but the editors are WD and reputable. They are asking \$1,000.
    - Multispecies and Watershed Approaches to Freshwater Fish Conservation – symposium in Tampa lead to this book highlighting conservation assessment planning and delivery across the US. Nine of the 30 chapters are in the West. They are right at their fundraising goal of \$12k but still have artwork and other small costs. Feel it is important to contribute so the WD can be listed as a sponsor. Request is for \$500.
    - Discussion is that both books are good investments and projects for WD, WD will be recognized as sponsors. Both items added to 2018-19 budget.
  - Small Grant – typically receive a lot more applications than we have budgeted for. This is a good way to support our membership. \$5,000 is typical budget, last year we could have reasonably funded \$10k. We are setting budget now and will stick to it when we discuss applications this year.
  - Scholarship – We budget \$6000 but only award \$5000. Brian is the new award committee chair and he will discuss with Bob how he wants to award the \$1000 balance
  - Colloquium –Britta will discuss with students this year whether or not it makes sense to keep the colloquium as an every year event or if we should switch to bi-annual events. In the off year, the student rep would organize a smaller event as part of the WD meeting. Excom would like to raise the support, though there have been a couple years where the funds were not used appropriately. We discussed doing an MOU with students or giving part up front and the balance once they had met a fundraising goal, however decided not to do either. Students should have some accountability, via the Student Representative, to the Division to show how funds were spent. Some years the student colloquium raises funds. At MSU they made \$2,000 and kept proceeds to send student to the next colloquium. In theory, if a colloquium makes money, the profit would come back to WD and be earmarked for the next year's colloquium.
  - D&I and ECP committee travel grant request – committee requested funds for travel next year and hope to get sponsorships to cover it in future years. There will be selection criteria for example from under-represented groups. Distribution to be determined by the committee.

- In general the hope is that these committees would fundraise for themselves, they both have merit. Putting a line item in the budget could imply that these are on-going line items. Future Excoms should make their own decision in future years. Committee is responsible for selecting the awardees. Ultimately added these as budget line items and subsequent Excoms can decide whether or not they want to do the same.
  - Website – we migrated to AFS last year and paid for that and are not happy with the way it looks. Travis is responsible for updating content but not the overall appearance and content. We need to decide how to make it appealing and get the information updated. If we have some money set aside in the budget to offer someone in case we find someone, at least we'll have it in the budget. Travis started a list at one point of things that needed to be updated. Added a line item to the budget to explore web improvements. Someone needs to talk to him and get the conversation going.
  - Screen sharing service – Service Jackie tried at the mid-year meeting. Not all agencies and presidents have a service available. GoToMeeting is an option. Jackie will research some more, but added to budget.
- Selection and approval of budget scenario
  - Scenario #1 became the high budget after our changes so the other alternatives became irrelevant. If we have 5.5% income, this budget would mean net loss of \$37K.
    - Steve B. motioned to approve the budget as edited during this meeting
    - Brian M. seconded
    - Discussion: This is the revised first scenario from Jackie's hand out budget. This revenue and balance will change if we get 5.5% instead of 2.5% of Reno revenue. We have had no feedback at all about whether odds are that we'll get 2.5 or 5.5%. It's important to work towards a balanced budget, we should consider amending the motion to include language that acknowledges the budget is not balanced but we are going to work towards a balanced budget.
    - Motion by Steve was to approve the proposed 2018-19 budget; amendment language: Motion to approve the proposed 2018-19 budget provided we commit to developing a financial sustainability plan as an effort to balance future budgets.
    - Dan D seconded the amendment.
    - No discussion.
    - All in favor of amendment.
    - No further discussion of the amended motion.
    - All in favor of the motion.

6:47 PM: Adjourn.

### **Saturday November 3: 9AM**

Same roll call as Friday; Kris attended in person Sat, not phone.

#### President's Report

- Overview of Proposed Plan of Work
  - See hand out "Jackie Watson's President's Plan of Work"
  - Not in any particular order, just a list of things she would like to accomplish during her presidency. Feedback encouraged. In addition to items on the handout, we also discussed:
    - Legacy documents – why decisions are made, history of discussions that have occurred in the past, justification and reasoning for things that have been discussed. There are archives on the website but you have to have a password to access them. Also Jackie created a Google drive. Tracy will get past documents uploaded to Google drive and send to Travis so they are saved somewhere.

- Need to start assigning responsibility for Reno meeting and communicate better with Society, Chapter, and public.
- Really need to encourage sharing ideas between the chapters, not just WD talking to the chapters. Look into the “leadership forum” that was introduced at one point – does it exist, are people using it and how? Investigate other forums for communication besides conference calls.
- Increasing social media presence includes improving the listserve, website, newsletter, and FB use – are there other social media platforms that may be more relevant than FB. There also may be a more relevant delivery/format for the newsletter. We should look into getting someone to run Twitter and Instagram and others. We need a dedicated person for social media. Jackie suggests we have a social media committee and consider having a person in charge of posting for each social media platform. Britta suggested having a social media specialist talk to the students on the next call and call for students to participate on this committee. Jackie or Britta will contact Soloman David to talk to the students on the next call. We need to make sure that someone is developing content for them to share on social media – maybe assign a chapter or committee to provide content on some kind of schedule. We could consider a feed on the website linking FB and other social media. Jackie will contact Dave Lentz to discuss listserve and find a way for people to be automatically part of the listserve rather than having to opt in. Consider changing to mail chimp instead of current platform. Jackie will contact Travis to figure out what is needed on website, what he can do and what we need someone else to do.
- Need to revisit committees and chairs and make sure the people listed are truly still the chair and that committees are still active. We also need to try harder to make time for committees to give updates at meetings, share updates through social media, etc. Chapter committees should be encouraged to communicate with Division committees. Montana is going to have committee chairs start providing updates to the membership regularly and is actively pursuing communication with committees. Suggestions are to have committees give updates at the annual meeting business lunch, a committee happy hour or other social gathering, join the Excom call occasionally, or other. Jackie will reach out to all known committee chairs to see who is still active, who the chairs are, find out what they are working on, and work to re-engage them.
- Some members are aware of excellent training opportunities outside of AFS, not all professional development has to come from AFS, and there are non-AFS people who can present to AFS membership. Need to consider whether these opportunities benefit one person, as well as how the benefit can be reciprocal for AFS, think about different organizations we could work with. Consider inviting people from different professional societies to attend our meeting and make sure we have representatives attend theirs, or hosting a symposia at an AFS meeting featuring another professional society.
- Come up with a list of talking points to take to employers re: why to support employee involvement in AFS. Approach employers who are historically not supportive and ask them what it would take for them to support employee participation – what services AFS could provide that would get them to support
- ExComm travel to Chapter AGMs
  - Yesterday we discussed who from Excom is going to which Chapter meeting. It will be important for Excom members to talk to the memberships about the value of AFS and why they should be members, why is it important and valuable to them?

## Future WDAFS meeting locations

- Time and Place committee used to collect proposals from chapters requesting to host the WD and Society meetings. Jackie presented a spreadsheet of host Chapters and locations based on rotation. Noted that Mexico is not in the rotation by error. Below is the modified schedule, which will probably continue changing based on where AFS chooses to hold society annual meetings:
  - 2019 Reno (AFS with TWS)
  - 2020 WABC
  - 2021 Utah
  - 2022 was Idaho, changed to WABC Spokane with AFS
    - Suggested it's possible WD still have a meeting in ID with the ID Chapter. Society meeting does not require Division involvement to happen.
    - Potential for duplicate symposia, trouble for some to get travel, likely that if people have to choose which to go to they will just choose the bigger meeting
    - It is valuable and important for WD to focus on supporting the AFS meeting rather than split energy supporting a WD meeting the same year.
  - 2023 Idaho
  - 2024 COWY
  - 2025 CalNeva
  - 2026 Oregon
  - 2027 Alaska
  - 2028 Montana
  - Jackie will reach out to ID to make sure they are aware and ok with the change and willing to host Division in 2023

## Procedures Manual Updates and Approval

- Each year the officers are supposed to review their positions and update the procedures manual to reflect changes. This year we did not get changes from past-president so any changes provided will be voted on next year.
- Jackie made changes to reflect changes in bylaws that were made since the last PM update. These notes include only changes made to the revised copy sent out with meeting materials.
- Page 17: we will add a # stating our responsibilities include students and ECP (Jackie will work on it; change for next year)
- Change to page 18 and 19 to reflect changes to bylaws regarding student rep. Added "Student Representative" as an elected officer. Jackie would like the bylaws to be updated to clarify all changes we made to PM in this paragraph.
- Page 35: deleted #2
- Page 36: added a bullet that student rep will help represent WD at Chapter meetings as well
- Page 40: suggest updating bylaws to reflect that Student Rep is an elected office. Make a note to change this as part of next bylaws change. Jackie will add this future change to her "legacy" document to ensure we don't lose track of making this change.
- Not certain if WD has a membership committee and who that is. VP (Todd) is chair, but concern was voiced that this committee hasn't been active for a long time. Some Chapters, such as CalNeva, have active membership committees. Todd will consider reactivating the committee. One possible task is to review existing membership list and compare against listserv and see if people need to be added. Could also review to see what organizations/people make up our membership to determine where to work on engaging more support. Todd will reach out to each chapter president and start building contact with the membership committees.

- Reminder: some of the ad hoc committees, like maybe Western Native Fishes (special committee), have been operating as standing committees. Jackie as part of her outreach to committees, should consider whether or not some ad hoc need to be changed to standing committees. Need to find out what the ad hoc committees are. Changing ad hoc to standing requires a change to bylaws.
- Added page 66 Tracy and Travis are also listserv administrators.
- Section about student colloquium will be modified if students decide to change frequency to every other year instead of every year
- Added to page 77 the time that each chapter changes officers
- Dan moved to approve PM with today's edits.
- Eric seconded.
- Discussion: none.
- Unanimously approved

#### AFS Membership Committee items

- Topics for this discussion: Representation within division. Geographic representation. Lack of representation due to lack of participation
  - Yukon Territory – not represented. AK or WABC could adopt them – AK has established working relationships, so would be most likely option.
    - Would need to think about whether or not presidents/officers would alternate between AK and YT, and where meetings would occur
    - “Adoption” needs to be defined, need to find a model
    - AK invited YT people to their meeting a couple years ago and that went well
    - Including YT is important because of their large geography.
    - Consider making them a “subunit” and having their chair/president or other leader a member of the AK Excom
    - Suggest starting to engage them more rather than jumping right in to offering to adopt them
    - A lot of people who work in YT may not live in YT
    - Jeff will let the AK chapter know WD is hoping to engage YT and will open discussions within the chapter for engaging YT.
  - Hawaii and Pacific Islands– once was a chapter, then subunit to CalNeva, then eventually faded away
    - WD should work to broaden focus to involve marine science this year to make it more interesting and engaging for HI and other marine fisheries scientists
    - Since HI isn't approaching us to become a chapter, it's likely not to be as successful. They would be more likely to be an active chapter if they were the ones driving becoming a chapter
    - The perception is that WD is trout-oriented to the degree that other fisheries scientists are not really part of WD. AK always has a marine symposium at their annual meeting. Other chapters mentioned that their AGM also make sure they have non-trout symposia.
    - We should make an effort to make sure Hawaii folks are invited to our WD meetings and that there are marine topics/symposia
    - We could consider sending someone to the annual Western Pacific Fisheries Management Council meeting to represent AFS as well as learn about what issues are important to this group. Next meeting is in Hawaii in March – Todd will ask a society representative to attend that meeting this year and we will start trying to work this into the WD budget.
    - Todd will continue to research engaging HI/PI and report back to the Excom. Consider getting the registration list from AFS for Reno and if anyone from one of our underrepresented regions is attending, make an effort to reach out to them.

- Mexico – Chapter has quit engaging with WD since the Mazatlan meeting. Not just WD, but CalNeva’s international committee has lost contact with them, too. Their committee chair is trying but Mexico is not responding. There is a Mexico Fisheries Society so why did we pursue a Chapter there? One of their members applied for a small grant last year, so it’s clear some of them are getting our communications. Maybe there is a different division, such as southern, that is more applicable than Western Division. We will engage through Desert Fishes Council – Krissy Wilson – Paul will talk to her at their meeting next week. Scott Bonar is also attending, will approach him as well to help us engaging MX. Over all, we need to work on figuring out how to improve communication with regions not currently participating.
- D&I committee is working on strategies to reach out to underrepresented regions, so membership committee should reach out to D&I to coordinate efforts. Todd to talk with D&I committee to coordinate.
- Todd is acquiring a lot of action items on this topic. Todd should think about who to delegate some of these tasks to.
- AFS Membership committee – institutional membership sub-committee: trying to figure out what different organizations hope to get as benefits from AFS, i.e. reduced pricing for booths, free job listings. A good example is ODFW – how do we get other institutions to support AFS in this manner and encourage individual memberships. Todd will discuss our suggestions with the committee and report back to Excom. Jesse has a report describing past institutional members and Dan did a report on institutional NGO members. There are a couple more folks working on similar reports. TU participates because they like to have job postings.
  - People don’t know about institutional memberships – Dan showed a list of institutional members, membership levels and benefits. It was added as an addendum to these meeting notes.
  - Some people may not be individual members, but would still get benefits of institutional membership and employer may want employees to have benefits associated with institutional membership even if they aren’t individual members. Example would be access to journals.
  - WDFW employees feel like they don’t get adequate training, so maybe institutional membership that included professional training would be something that would make them want to join as an institution
  - Webinars would be a good benefit that could be offered to institutional members. This and the training above wouldn’t have to be fish/technical skills. They could be “soft-skills” like diversity and communications.
  - Cost-benefit analysis of institutional vs individual memberships and vs paying for publications, trainings, etc. – basically make an economic argument to present to potential institutional members
  - Everyone needs to email Todd if they think of other benefits that would add value to membership.
- What benefits do members get – why be a member of AFS?
  - The membership list AFS keeps is not accurate. Tracy and Jackie receive the membership list from Eva, such as it is, each month and can forward it to anyone who requests. It’s been very hard to get people added or removed from Eva’s distribution list.
  - WD listserv is not automatic when you become a member. Many people aren’t on the distribution list and don’t know it exists so don’t know to ask to be on it.
    - Todd would like to draft a formal letter to Doug/AFS stating the problem and requesting that it be addressed. Todd will talk to Patrick re: membership committee thoughts on this.
    - Jackie will ask a few other leaders for a recommendation for how to address the problem



## Chapter Business/Discussion

- Cal-Neva: Reno Meeting
  - Now that Atlantic City meeting and TWS meetings have passed, organization for Reno meeting is picking up
  - Contracts with venues are secured, mostly at new convention center
  - There has been confusion due to new AFS meeting structure about which items are the responsibility of the Chapter and which are AFS, what are Chapter roles and how/where can they provide input
  - Have begun trying to identify meeting chairs, especially those that will need to be local
    - Budget meeting coming up this week with CalNeva budget chair and AFS representative
    - There is a preliminary list of committee chairs started, which was shared at this meeting
    - Program committee has three co-chairs because someone recommended to Laurie that there be multiple chairs
    - Fundraising – Maddy (CalNeva) met with Society about fundraising, not sure how we'll coordinate with at TWS for fundraising. Cost and proceeds sound like they will be portioned based on registration
    - Have appointed local chairs for many committees
    - Not sure if AFS will support field trips, but CalNeva and WD would like field trips, so they will likely have to be planned fully by Chapter and Division. If field trips are planned and funded by WD and/or Chapter, need to make sure they/we get all proceeds, too.
    - Student activities: local students want to do a mixer with TWS; Ramona is organizing mentoring
    - AFS has ideas for continuing education and is open to suggestion. WD and CalNeva should work with AFS staff and Continuing Education Committee to influence courses offered, if that is desired.
    - All – think about people in your chapter who have special skills, have been effective committee chairs, and get their names to Jackie, Dan, Todd, Steve, etc. so they can outreach for meeting help.
  - First Fisheries advertisement is next week, so we need to get them information about deadlines etc. TWS requested making dates later, so there will be a meeting/call to discuss compromise.
    - Immediate needs – difficult to recruit because we don't know what the responsibilities will be (due to meeting being combined with AFS, waiting for direction):
      - List of deadlines
      - Contact for contributed papers – Steve B.
      - Contact for symposia – Dan D and Todd P
      - Abstract review (can happen later)
  - No annual meeting website set up yet, need to meet with AFS
  - There is a MOU between Society and TWS, but not finalized between Society and Chapter; no MOU between Society and WD or WD and Chapter etc. TWS has a very different structure for annual meetings because they have dedicated staff.
  - “Common Pathways to Conservation” was the potential theme for the meeting, not sure if it's been officially adopted
  - Reno Meeting planning google drive folder is now empty
  - Need to have someone from WD Excom on planning calls with AFS and TWS to get communication back on-line (Jackie and Rob?). There are big problems for Chapter and

WD communicating with TWS and planning committee. Need to make sure they are not meeting without WD and Chapter participation. (TWS and AFS are in the same office, so they often communicate without including us; TWS does not engage their Chapter in meeting planning so they are not communicating with WD/Chapter)

- There are a lot of differences between AFS and TWS meetings – this is an opportunity for us to participate in their activities and them in ours.
- TWS is way ahead of AFS on Diversity and Inclusion – we should have a joint D&I meeting/symposium.
- Need to make sure contributed papers and symposia are submitted in the same platform, same as registration, otherwise we're just holding two meetings at the same time and place – there have been suggestions that TWS and AFS be directed to different sites for submitting papers, for example.
- AFS is more receptive to Chapter/Division ideas if they are pretty well finalized, based on our experience with past meetings
- Child care: look for a business to sponsor to reduce or cover cost
- D&I: are there options for gender neutral restrooms? And make sure they are identified at the beginning of the meeting
- Mid-Atlantic Chapter is supposed to put together a report of lessons learned from the meeting they recently hosted with AFS and will send it to CalNeva. Steve will share it with the excom if they are ok with it.
- There were a lot of safety concerns and incidents at the AC meeting, which were passed on to CalNeva to help improve safety at future meetings.
- Dan D. will approach Desert Fish Habitat Partnership about a joint symposium or other opportunities to engage them with the meeting.
- Brian will remind Scott B to promote the Reno meeting at the Desert Fishes meeting next week, and also help facilitate bringing in Mexico (meet with Krissy) include Paul on the email.
- Chapter news:
  - Recently drafted a letter to be submitted to Secretary Zinke (DOI) about RPA V from the 2009 NMFS Biological Opinion for the State Water Project and Central Valley Project, asking them to continue complying with the BiOp. USBR has told its employees to stop work on all high-head dam passage, which directly effects their compliance. Is WD interested in participating in the letter?
    - Steve to forward letter to Jackie and Jackie will find out how we handle this by working with the committee.
- WA-BC
  - Lifetime Memberships
    - WABC uses the lifetime membership option to recruit people to run for offices, as part of their annual operating budget
    - When changed to Wiley, membership fee went up dramatically, which affects the Chapter's ability to fulfil their obligation to existing officers
    - Chapter drafted a letter asking AFS to grandfather in the existing officers at old rate.
    - Division agreed to support of the Chapter submitting this request
    - Jackie will request this be added to the Management Committee's November meeting agenda.
    - This is a great incentive that could solve recruitment issues at multiple levels. WD plans to continue this conversation exploring how to apply the strategy in a broader way.

- Also suggested there is a standardized meeting planning template including software/apps that could just be plugged into each year. AFS could negotiate better rates for all of the Chapters/Division for services such as 123 Sign Up, Square, etc.
    - Vancouver Meeting
      - Contract in place with venue
      - Concerned about international travel and travel for members at another meeting so soon after October (Reno AFS), anticipating lower turn out
      - Considering a film festival (Todd is leading this effort)
      - Meeting is in April
      - Symposia dates and deadlines need to be decided on at Chapter level then brought to Todd and Dan, rather than waiting for Todd and Dan because they will be very involved with the 2019 meeting
      - No MOU in place yet
    - Working on AGM for 2019. Trying to bring in more marine folks by strategic location on Puget Sound
  - AZ-NM: no representative present, no update
  - Utah
    - 2019 chapter meeting symposium for a day lake sucker summit, recruited 3 or 4 talks from pyramid lake, seeking others, hoping folks from other chapters will participate. Paul will forward out to other Chapters and ask them to share with membership and encourage participation/presentations. It's a good opportunity for folks to learn about things happening in similar systems.
    - 2021 meeting in UT will be in Ogden, where they had state meeting recently and the venue is great. Travel from airport is about 40 minutes. Paul is helping with a fish health meeting that will face similar issue so he can get a handle on it in preparation for our meeting. UT has good public transportation that could be used and will check with Dept of Transportation to see if there is away to offer a pass to attendees, potentially as part of registration. Looking for other ideas for addressing this issue:
      - Make sure people know that there are other options, such as public transportation
      - Suggest using public transportation to Ogden, then rent a car there
      - Make it obvious how to use public transportation because it can be intimidating to people who aren't used to it
      - Explain gridlock and show public transportation as a way to avoid it
      - Provide a shuttle people can use (and pay for) that is simpler than public transportation at times when a lot of people will be arriving and departing
      - Chapter is concerned that people could be discouraged from attending if they feel they have to use public transportation if they are not comfortable with it
      - Check with Ogden's Chamber of Commerce
  - Oregon
    - Legislature: cap and trade, trying to figure out how they will spend the \$ they get from this bill AFS chapter is recommending they think ahead instead of just waiting and figuring out how to spend money after it comes in. so OR is writing a white paper on Climate Adaptation and wonders if it should be broader scale because other states will probably be dealing with this soon.
      - Could be good to use OR document as a template others could apply as it comes up
      - Would like to poll other chapters in WD to participate with Kris and Climate Change Committee (still in development)
      - This is an opportunity for us to help guide legislature

- Utah is working on initiatives that fit in with this
    - Kris will update the Excom as paper develops
    - This is not an advocacy paper; it is a BMP document, evidence, what kinds of restoration projects help
    - All: contact Kris if you have ideas of folks in your chapter who would be interested in participating
  - Annual meeting on restoration
    - Will have two workshops on (D&I and GIS) and a D&I plenary speaker
    - Paying the D&I workshop coordinator as a service to the membership
  - Jackie noted that the AFS TWS meeting has a Professional Behavior Guidelines document posted online
    - Jackie will find out if Chapters can adopt this guideline document for their meetings. It's assumed that this is a policy TWS had in place.
    - WD has developed a Professional Behavior guideline document that is currently at AFS for legal review and approval. This will be usable by the Chapters once approved. Jackie will let the group know when this has been approved so they can start using it.
- Alaska
  - AGM March 18-21, 2019 in Sitka, Tracy representing WD
  - Submitting letter on behalf of ROWA? This week to their delegation
  - Annual retreat next month. Anticipate discussion about website and many of the same other topics discussed this weekend by WD.
  - Sending 3 students to the colloquium this month
- Montana
  - Creating a document for incoming president elect re: meeting organization. Brian E. will share with other chapters when complete. Consider sharing these types of documents and other Chapter-related documents on the shared google-drive.
  - Looking into D&I; making it easier for travel colleges to attend and participate in meetings
  - Soda Butte Creek managed by State of WY and State of MT, on list of impacted streams due to mining. It is going to be the first stream in MT history to be removed from the impaired waters list. DEQ project lead passed away, so looking for a way to honor his work. Postponing official announcement out of respect for his family. Several people commented that this project is the kind of thing that needs to be highlighted on WD social media.
  - First call for talks and symposia will be out this week. AGM is in Billings Jan 29 – Feb 1. Theme is “Communicating Fisheries Science in an Increasingly Skeptical Environment”.
- Idaho: no representative present, no update
- Mexico: no representative present, no update
- CO-WY
  - AGM in planning
    - Goal: to bring more hatchery section into meeting. Opening session will be hatchery/aquaculture-oriented.
  - Problem getting people to participate in offices – last few times incoming has run unopposed. Looking for ideas to get more people to participate in leadership.
    - Two year positions are easier to fill (or other shorter-term positions) and are promoted as good opportunities for ECPs to get involved
    - People may not participate because they don't feel prepared or experienced enough. Find a way to overcome this. By being an officer early in your career,

you are making great contacts and networking that will help you later in your career.

- Approach hatchery or other underrepresented sections
- Former officers tend to complain about how much work it was more than the rewards, which might be deterring people. Remind them to think about their message.

Discussion about using work-email vs chapter-specific email

- Some chapters have standard email addresses that transfer to incoming officers so they can see correspondence history (instead of using work email addresses)
- AK is considering setting up individual emails using names

No conference call Nov 14. Mid-year will count as this month's call. There will be a call on Dec. 12.

Excom members make sure to reach out to Chapters you are visiting to confirm dates and reserve time to talk to the entire membership (such as at their business meeting).

Adjourn 3:28 PM

## ACTION ITEMS

Jackie

- Research GoToMeeting or equivalent service
- Set up FSC Call
  - Budget is always based on anticipated income, anticipated expenses. Several suggestions were made about how to base budget on past years and how to implement the change. Add this to the FSC call and consider a subcommittee. Consider having a couple past-presidents provide comment on this.
- Jackie will contact Dave Lentz to discuss listserv and find a way for people to be automatically part of the listserv rather than having to opt in. Consider changing to mail chimp instead of current platform.
- Jackie will contact Travis to figure out what is needed on website, what he can do and what we need someone else to do.
- Jackie will reach out to all known committee chairs to see who is still active, who the chairs are, find out what they are working on, and work to re-engage them.
- Jackie as part of her outreach to committees, should consider whether or not some ad hoc need to be changed to standing committees.
- Jackie will reach out to ID to make sure they are aware and ok with the meeting schedule change and willing to host Division in 2023
- Jackie will work on adding a # (see page 17 of the PM) stating our responsibilities include students and ECP
- Jackie will talk to other leaders about how best to address our ongoing WD membership list / listserv issue
- Jackie will request the topic of WABC lifetime membership be added to the Management Committee's November meeting agenda.
- Jackie will find out if Chapters can adopt the Professional Behavior Guidelines posted to the AFS TWS meeting. WD has developed a Professional Behavior guideline document that is currently at AFS for legal review and approval. This will be usable by the Chapters once approved. Jackie will let the group know when this has been approved so they can start using it.

## Todd

- Todd will consider reactivating the membership committee. One possible task is to review existing membership list and compare against listserve and see if people need to be added. Could also review to see what organizations/people make up our membership to determine where to work on engaging more support.
- Todd will reach out to each chapter president and start building contact with the membership committees.
- Todd will ask a society representative to attend the Western Pacific Fisheries Management Council meeting in Hawaii in March to represent AFS and we will start trying to work this into the WD budget.
- Todd will continue to research engaging HI/PI and report back to the Excom. Consider getting the registration list from AFS for Reno and if anyone from one of our underrepresented regions is attending, make an effort to reach out to them.
- Todd to talk with D&I committee to coordinate outreach to underrepresented regions (coordinate efforts of membership committee and D&I committee).
- Todd should think about who to delegate some of these tasks to
- Todd will discuss our suggestions about institutional membership benefits with the committee and report back to Excom.
- Todd will talk to Patrick re: membership committee thoughts the WD listserve/membership issue and potential letter to Doug documenting the issue

## Dan D.

- Approach Desert Fish Habitat Partnership about a joint symposium or other opportunities to engage them with the meeting.

## Brian

- Talk to Bob Gresswell about what to do with the \$1000 budgeted for scholarship above the \$5000 currently awarded
- Brian will remind Scott B to promote the Reno meeting at the Desert Fishes meeting next week, and also help facilitate bringing in Mexico (meet with Krissy) include Paul on the email.

## Tracy

- Tracy will make a spreadsheet of multiple budgets for past WD meetings that chapters can use as an example for future meetings
- Upload past balances and meeting notes documents prior to Jackie's presidency to the Google Drive. Work with Travis to get all uploaded to website.

## Britta

- Discuss with students whether or not it makes sense to keep the colloquium as an every year event or if we should switch to bi-annual events.
- Jackie or Britta will contact Solomon David to talk to the students on the next call; Britta to put out the call to students for social media committee assistance

## Jeff F.

- Jeff will let the AK chapter know WD is hoping to engage YT and will open discussions within the chapter for engaging YT.

## Brian E.

- Share the Montana Chapter's document for incoming president elect re: meeting organization when complete.

## Steve

- Share lessons learned document Mid-Atlantic Chapter assembled (report of lessons learned from the meeting they recently hosted with AFS) and will send it to CalNeva if they are ok with it.
- Steve to forward letter to Jackie re: the fish passage/BiOp and Jackie will find out how we handle this (WD involvement) by working with the committee.

## Unassigned

- Update procedures manual to reflect that student representative will attend one chapter meeting each year. The suggestion was to attend with an Excom officer their first year as a mentorship to learn how to represent WD at a chapter meeting, then second year at their own chapter.
- Someone needs to talk to Travis about website updates, how to make it more appealing, what he can do, what AFS can do, and what we might need to hire out for.
- Look into the “leadership forum” that was introduced at one point – does it exist, are people using it and how? Investigate other forums for communication besides conference calls.
- Come up with a list of talking points to take to employers re: why to support employee involvement in AFS. Approach employers who are historically not supportive and ask them what it would take for them to support employee participation – what services AFS could provide that would get them to support
- Need to have someone from WD and/or CalNeva Excom on planning calls with AFS to get communication back on-line (Jackie and Rob?). There are big problems for Chapter and WD communicating with TWS and planning committee. Need to make sure they are not meeting without WD and Chapter participation. (TWS and AFS are in the same office, so they often communicate without including us; TWS does not engage their Chapter in meeting planning so they are not communicating with WD/Chapter)

## All

- Everyone needs to email Todd if they think of other benefits that would add value to membership.
- Think about people in your chapter who have special skills, have been effective committee chairs, and get their names to Jackie, Dan, Todd, Steve, etc. so they can outreach for 2019 meeting help.
- All: contact Kris if you have ideas of folks in your chapter who would be interested in participating in OR’s whitepaper

**Attachments:**

- A. September meeting minutes
- B. October meeting minutes
- C. Balances by month
- D. ORAFS Financial Sustainability Plan
- E. ORAFS 2018 Disbursement
- F. 2018-19 Proposed Budget
- G. Book Proposal: Trouts and Chars of the World
- H. Book Proposal: Multispecies and Watershed Approaches to Freshwater Fish Conservation
- I. Sponsorship Request: Environmental Flow Needs Conference 2018
- J. President's Plan of Work
- K. Future WDAFS Host Chapters
- L. Procedures Manual
- M. WA-BC Lifetime Membership Letter