



American Fisheries Society

Western Division

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

Executive Committee Meeting: Sunday, September 29, 2019

Start Time: 9:00 am PT

Naples 6/7 – Peppermill Resort

NOTES

Participants

Jackie Watson – WDAFS President
Dan Dauwalter – WDAFS President-elect
Tracy Wendt – WDAFS Secretary Treasurer
(outgoing)
Travis Rehm (by phone) – WDAFS
Secretary Treasurer (incoming)
Britta Baechler – WDAFS Student
Representative (outgoing)
Emily Chen – WDAFS Student
Representative (incoming)
Todd Parsons – WDAFS Vice President
Dan Brauch – WDAFS Vice President
(incoming)

Brian Missildine – WDAFS Past-President
Jason Burckhardt – CO/WY Chapter
Paul Thompson – Utah Chapter
Joel Markus – Alaska Chapter
Brian Ertel – Montana Chapter
Tim Copeland – Idaho Chapter
Rob Titus – CalNeva Chapter
Becky Flitcroft – OR Chapter
Gabe Temple – WABC Chapter
Steve Brumbaugh – CalNeva Chapter
Zach Beard – Early Career Professional
Committee

Quorum was present

Approval of August minutes

- Brian Missildine moved to approve; Dan D seconded; no discussion; approved

Financial Updates

- Brief budget review – Tracy provided an overview of each tab of the Balances by Month spreadsheet to familiarize Excom in preparation for the midyear meeting and budget conversation
- WDAFS taxes, 501(3)c status – Tracy suggested having a budget line item for hiring an accountant to do taxes when necessary. The Division needs to understand better how our assets are categorized to make sure we are able to maintain our nonprofit status; may need to file a long form again this year because we'll have proceeds from Reno and BC meeting both so we'll likely be over the threshold to do the EZ form
- Over budget items – The budget is approved at mid-year meeting each year and the Secretary-Treasurer tracks the actual amount spent or received against the approved budget. We have three over budget items and these require a vote to approve.

- The WDAFS business lunch at this Reno meeting will be more expensive than anticipated. Catering in Reno is expensive. We had budgeted based on past years and anticipate there will be many more attendees this year than past meetings.
- Lunch, facility use, and breaks for this Excom Sunday meeting is also more expensive than anticipated.
- The past president gift is also over budget. Until this year we didn't budget for a past-president gift, this is the first year we reflected it in the budget and it was estimated
- Todd moved to approve all three overbudget items; Becky second
- Discussion: this meeting (the Reno AFS-TWS meeting) is over budget over all, WDAFS, CalNeva and AFS just recently signed the MOU for the meeting because negotiations between the three parties took a long time. The final MOU agrees that WD will get a minimum of \$40k and set a minimum for CalNeva and AFS as well. If the meeting makes more than these minimums we'll negotiate how to split. It's difficult to estimate budget for annual meetings ahead of time, especially for costlier locations such as Reno and often plans are not finalized at the time the budget is set. For the past-president gift, we should set a more realistic amount in the future not to exceed.
- Vote: Brian M (past-president) abstained, no one opposed. Motion Passes.

Financial Sustainability Plan Update

- A draft Financial Sustainability plan was sent out to Excom in advance of this meeting. The OR and MT Chapters gave WD permission to borrow language from their plans. No action is requested today, this is just an update. Developing the Financial Sustainability plan was a task identified at the midyear meeting last year. Dan D. gave an overview of the draft Plan; the financial sustainability committee will discuss this draft and refine some of the details and the next draft could be discussed at the midyear meeting; The MT Chapter stated they experienced a little pushback from their membership (about the funding amounts tied up vs available) when they were working on their plan.

Upcoming ExCom Schedule

- Midyear retreat dates & details: The meeting will be in Boise, date is not set yet. Typically, the midyear is held in Oct or Nov over a weekend. The WDAFS student colloquium is Nov 7 – 10, so need to avoid those dates. **Action: Dan will do a doodle poll to set the date for the midyear retreat.**
- Monthly conference call schedule – the form for reserving the conference call line is in the WDAFS google drive, pay attention to time zones. The monthly Excom call will be 1 pm MST second Wednesday starting October 9. May also need a call to discuss and approve the BC meeting budget.

Timelines and Outstanding Award Revamp

- The WABC/WDAFS meeting is in April so the timeline for awards etc. need to be earlier than typical. Chapters need to make sure to get the word out because these deadlines will all be before Chapter annual meetings.
- Awards are presented at the WDAFS business lunch. Typically we have about 5 month timeline which means nominations should be due mid-November. This is an international meeting so people may need more time to arrange travel or get travel approval from their

employers. Typically, we try to have the deadline before early registration. **Action: announce awards October 11 and close Nov 15.**

- Outstanding Chapter/Subunit Awards are typically announced in time for the WDAFS winners to be submitted for Society level awards, and the Society award deadline is May 1; We need to allow time for the committee to review submissions, announce winner, and allow chapters time to make changes to their award submission before it's forwarded on to the Society. **Action: WD Outstanding Chapter/Subunit award nominations/applications will be due March 15.**
- Travel Grants: need time to update the forms and for coordinating with the committees that have travel awards. **Action: Travel grant award applications will open Nov 15, remain open through the holidays, close January 17, notify around Feb 14.**
- Scholarships: **Action: same deadlines as awards announce Oct 11 close Nov 15.** Note that the sustainable fisheries organization that historically funded the Tractenberg scholarship is closing so WDAFS is losing funding for that scholarship. **Action: at the midyear meeting, discuss alternate funding for this scholarship.**
- Small Project Grants do not necessarily need to coincide with the annual meeting. It is best to make announcements in time for use of funds during field season. Should consider requesting/encouraging presentations at Division/Chapter meetings, with recognition of WDFAS funding **Action: this year's deadline will be April 15, start call for applications in October.**
- Outstanding Award revamp: It has been recognized that the past scoring rubric for the WDAFS chapter awards did not match the application. Brian drafted a new scoring matrix to better reflect the criteria asked for in the application (draft included in the materials for this meeting). The WDAFS application currently matches the Society application because WDAFS winners are forwarded to the Society. It is important for Chapters to understand what they are being scored on, whatever we do needs to be transparent. The application is based on the AFS Strategic Plan, which just changed so the Society application may change to tie in to the new Plan. It would be nice to have the application tie in to the GB reporting tool criteria. **Action: Tracy will work with Brian on revamping our award application/rubric and have something better for this year's application cycle.** We need to find out if/how/when the Society is re-doing their application. WD's should be close to it so Chapters don't have to completely re-do their application packet to go to the Society, but we can ask additional questions in the WDAFS application and may choose not to score some criteria at the Division level that the Society asks for (example: membership growth/loss). The final scoring rubric should be transparent and included in the application.

President's Update

- MC and GB meeting updates – AFS strategic plan was just approved. **Action: Jackie will send out the draft AFS strategic plan this week**
- WD and all AFS units/sections have to file a form 990 each year. Several AFS units have not filed 990s and lost tax exempt status. AFS is auditing units for nonprofit status. Some student subunits are listed as not filing, but they should not have to because they are part of a Chapter. **Action: Jackie will follow up with AFS for tax help for the Chapters.** See attachment G included in the meeting packet for possible actions/responses. **Action: Becky will send Jackie the website for searching to make sure Chapters are in compliance.** This again highlights that WDAFS should consider having an outside service do our taxes. WDAFS used to pay to have taxes done each year, but it was

expensive (\$1,500) and we just did the EZ form, so the Secretary-Treasurer started doing it. We should be able to get our taxes done cheaper than that.

- MC and GB representatives
 - Two main topics have been standardization/standard methods and climate change. Expect a lot of communications about climate change and engaging the general public. The OR Chapter is divesting from fossil fuel companies, WD should consider this as the fiscal sustainability plan is revisited.
 - AFS now has a High School membership category, \$10 membership fee. Chapters may take an active role in engaging high school members. Hutton Program should have some guidance for this, too.
 - The Membership Committee is also working on institutional/organizational memberships called “strategic partner memberships” with varying benefits depending on membership level, potentially rolling out January 2021.
 - AFS has committees that need more members, such as the Audit Committee (Tom Copeland). The Audit committee in an internal control for AFS finances, reviewing the annual audit and communicating with the GB. There is also going to be a Sponsorship Committee that fundraises for the AFS annual meeting, made up of reps from each division, at large members, and local members. The committee will be looking for large-scale, long-term sponsors for the annual meetings with the goal of fundraising two years in advance for the annual meeting. Meetings Oversight Committee also needs members. This Committee will develop meeting host expectations, a meeting procedure manual, continuing meeting location rotation, developing consistent programming at AFS meetings. 150th celebration, meeting in Columbus website is up, has timeline, photo gallery that are interactive and members can submit/contribute to. Meeting theme is Past-Present-Future.
 - There is an 1870 Society members can contribute to for charitable giving.
 - AFS is looking for members in different phases of their careers for the Meeting of the Generations. Dan B is the Western Division rep for the 150th celebration display. Chapters should be working on their displays. AFS is looking for 150 fish nominations for the anniversary celebration. Application/nomination is online – make it fun and accessible to the general public.
- Procedures Manual Update
 - **Action: WDAFS officers leaving office please review the procedures manual and recommend any changes.**
 - **Action: new officers read the manual and get to know your new position.**
 - **Action: Chapter presidents, review the procedure manual and make suggestions.**
 - **Action: Jackie will go back through meeting minutes to add any revisions that have come up but not been added in the past year.**
 - Changes made will be reviewed and voted on at the midyear meeting.
- Review of Plan of Work – Jackie reviewed her plan of work (meeting attachment) presented at the beginning of her term at the midyear retreat. As past-president next year she'll keep working on the items that have not been completed yet. There is room for improvement in meeting coordination between AFS/Division/Host Chapter. D&I and ECP committees did a great job. **Actions: Brian Missildine offered to start Twitter outreach for the Division. Emily will help with other social media outreach**

(Instagram? Other?), Tracy to continue FB. Action: Becky will share an example letter she sends to employers thanking members for their participation in AFS. ECP and D&I committees are starting to try to fundraise for future travel awards.

Student Representative Report

- Britta is ending her two year term and Emily taking over. Britta thanked Chapters and Division for supporting students, especially colloquium and travel.
- Colloquiums: There were students from five states at last colloquium. This year's colloquium is Nov 7-10 in Arcata hosted by Humboldt State. Finalized a workshop about time management and mental wellness for students. There will be restoration field visits in the afternoon. There isn't a good lodging location in the area so they are trying home rentals that can house large groups. Trying to get some food donated. Venue is being donated. Refer to Emily's letter requesting support from the chapters. **Action: Emily will work with WD S-T to use the WD credit card to book homes for lodging.** Make sure we know the cancellation policy so we know date they have to be canceled by to avoid fees. Suggested to Emily that she engage with other local subunits, too.

Vancouver BC Meeting Planning

- April 12-16, 2020 Vancouver, BC. Budget is drafted and in review – will likely be voting on it on October Excom call. May have slightly higher registration fees than typical to cover some of the higher than normal expenses, such as catering. As an international meeting, it's hard to estimate attendance. Need at least 250 attendees to make a profit. Working on plenary speakers – likely three or four. Continuing education is likely to be at the end of the week.
- Sunday at the start of the meeting is Easter Sunday, which is typically the WD Excom meeting and to attend meeting activities on Monday people will have to travel on Easter, so may need to work on some details/planning. A lot of 'no' headshaking when Easter travel was brought up.
- There will be a film and photography festival at the meeting, invitation for submissions is now open. Also developing a "how to" for holding a film/photo festival that chapters can use to hold their own. Discussing having an evening session open to the public to showcase some of the top photos, films.
- This meeting is a challenge coming so close after the Reno meeting.
- WABC chapter already voted to approve the meeting MOU. Britta moved that WDAFS approve the MOU as well, Joel seconded. Discussion: The MOU is a standard WD MOU with meeting-specific updates. The main addition was outlining who gets comped registrations. For future MOUs we should revise section 4b and make the language more clear. Need to add language about comped rooms or registrations (section 4i) to reflect WABC policy for comping registrations for volunteers/students or other record made (email). Motion was unanimously approved.

WDAFS Excom travel to Chapter meetings

- Officer travel to AGMs was discussed – see updated spreadsheet
- Student rep travel clarified: first year is intended as "mentoring" then next year on her own. This year she may be on her own in AK since she's getting mentorship in Reno and they will have strong support for her in AK.

Chapter Updates

- AK – enhancing communication with chapter and membership by updating meeting and chapter websites; enhanced Google-suite software for Chapter; using Eventbrite for meetings but it's expensive; held annual meeting on a very tight budget this year, included a public session; Fairbanks meeting will invite Yukon fisheries folks; endowing student travel funds; advocacy and environmental concerns are a big focus – Pebble Mine and roadless rule.
- CalNeva – native fishes workshop in September was successful and will be an annual event; put out diversity survey to membership and will discuss at Chapter meeting; Dave Lentz is president-elect. Contributed over \$20k from Chapter in travel support for members to attend this Reno meeting.
- COWY – largest chapter meeting ever this year; increased participation by about 20%; engaged hatchery professionals, hatchery tour, included in plenary, interspersed hatchery talks with management talks; will be funding endowment at Colorado Mesa U, Chapter matched funds raised by subunit; started D&I committee; working on financial sustainability; tried to do joint meeting with MT this year that didn't work out, meeting in Laramie; transitioned website to Society platform; have been using 123 Signup for meeting registrations and they just increased their fees (OR suggested C-vent)
- ID – Excom retreat this summer; CDA for meeting next March theme about communicating science to the public; updating bylaws; added another student subunit BYU-Idaho; supposed to host WD in 2023 in Boise, if we are still planning to do that we need to get it nailed down now because the conference center and hotels are booking way in advance right now, they will check with venue to see what dates are available in 2023; need to find out about budget and find out amount and timing of budget; having similar issue discussed by others that employers are not valuing AFS involvement for employees
- MT – trying to boost young membership; giving presentation mentorship to high school students and it's having good returns, already those students are asking to do fishery volunteering; working with breweries to have fish-named beers and donating proceeds to MT AFS.
- OR – overhauling their website; had a native fish workshop targeting dace and sculpin species that included sampling for eDNA and results will be shared at the next annual meeting; international migratory fish day is coming up and they are working on getting more recognition for it; legislative liaison paid by Chapter, looking to cosponsor with TWS;
- UT – Excom is trying to be more relevant to members, has surveyed membership and learned they want additional training opportunities. Jim Reynolds and Dr. Quist gave workshops for members, paid for by chapter. Over 40 members participated. Last year did lake sucker summit at annual meeting; this year doing Virgin river recovery program at annual meeting. Worked on updating procedure manual.
- WABC – planning 2020 meeting; trying to increase membership, there is a discrepancy between AFS chapter members who are not WABC members so they created a database to communicate with those folks to get feedback;

Adjourn 4:39