



# American Fisheries Society

President Todd Pearsons, President-Elect Dan Brauch, Vice-President Laurie Earley, Secretary-Treasurer Travis Rehm,  
Past-President Dan Dauwalter, Student Representative Emily Chen

*Advancing fisheries and aquatic science and professionals in western America.*

**Executive Committee November Call: Tuesday, November 10, 2020**

**Start Time: 11:00 am AK time/ 12:00 pm PT / 1:00 pm MT/3:00 pm ET**

**To join call, dial 1-800-582-3014 and enter passcode: 837490314# Leader passcode 567446688#.**

WDAFS Executive Committee (1:00 PM-2:00 PM PT)

## Notes

A virtual meeting planning call was held immediately before the Executive Committee Meeting. Notes from that discussion can be found in Appendix A.

## **Roll call**

Participants:

- Todd Pearsons, WD President
- Dan Brauch, WD President-Elect
- Laurie Earley, WD Vice-President
- Dan Dauwalter, WD Past President
- Emily Chen, WD Student Representative
- Peter Stevens, OR Chapter
- Dave Lentz CA-NV Chapter
- Stephanie Quinn-Davidson, AK Chapter
- Jim White, CO-WY Chapter
- Tim Copeland, ID Chapter
- Sarah Seegert, UT Chapter
- Paul Spruell, WA-BC Chapter
- Alton Livingstone, AZ-NM Chapter
- Jim Dunnigan, MT Chapter

## **Determination of quorum (majority of elected officers, 1/3 Chapters)**

A quorum was present

## **Approval of October meeting and Mid-year meeting notes**

- Dan D. made a motion to approve October meeting minutes and Tim seconded motion. Motion was unanimously approved. Paul motioned to approve Mid-year meeting minutes with one change: the addition of meeting dates for the 2023 WDAFS Annual Meeting which will be held in Boise Idaho. Sarah seconded motion. Motion was unanimously approved.
- Dave noted that notes from two day Mid-year meeting were excellent and that Travis should be commended.

## **AFS briefing (e.g., Dan/Todd; Governing Board, Management Committee) Dan B.**

- Call for WD representation on new AFS Fundraising and Program Committees with details provided in the agenda for this call. Intent of these positions was discussed: to provide improved continuity and to improve institutional knowledge while involving WD in ongoing planning each year and not just in years that WD is hosting the AFS Annual Meeting. There was some discussion about how this would increase efficiencies and how and to what degree committee members from Divisions outside of the host Division would assist with meeting program planning or with fundraising. Would like to have nominations of one individual to serve on each committee. Asked for WDAFS Executive Committee members to send potential candidates to Steven Kambouris and cc Dan Brauch. Would like to have nominees by next monthly conference call, if possible.
- No Governing Board or Management Committee meetings held since last WD Conference Call, but next Management Committee meeting will be held on Monday, November 16<sup>th</sup>, and Todd and Dan B will be attending as voting members of the Management Committee.

## **Treasurers briefing (10 31 Balances by month attached) Todd**

- We received check from WABC for sponsorship money that was rolled over from the cancelled 2020 Vancouver meeting. Need to move to Utah Meeting Budget.
- We received our AFS dues rebate check in the amount of \$15,770 and will deposit into checking account.

## **WDAFS Committee spotlight briefing (e.g., plan of work, achievements)**

- Environmental Concerns Committee. Bob Hughes is reaching out for additional representation. Dan D is WD Executive Committee representative.
- Diversity and Inclusion Committee, Laurie is representing WD Executive Committee. Emily is also participating with committee.
- Financial Sustainability Committee. Todd will be coordinating with this Committee.
- Membership Committee, Laurie Earley representing WD Executive Committee. Laurie will be reaching out to get chapter representation for WD Membership Committee.
- Early Career: Dan B. is representing WD Executive Committee and recently attended meeting. Committee is sending out a survey to collect input on upcoming ECP Webinars.
- Officers: please include plan of work items that relate to Committees when coordinating with committees.

## **Chapter briefings and questions**

- **WA-BC Chapter-** Paul indicated that Chapter is waiting to finalize virtual meeting provider. Excited for AFS movement on potential providers.
- **CA-NV Chapter-** Dave stated that Chapter is planning for mid-year Executive Committee retreat in early December and continuing planning for 2021 AGM. He is also looking forward to learning about Cvent options for virtual meeting.
- **MT Chapter-** Jim is looking forward to Cvent call on Monday and will be discussing with Chapter following this meeting with MT chapter Executive Committee.
- **UT Chapter-** Sarah indicated that we will be holding a planning meeting next Thursday to plan the WD Virtual Annual Meeting and hope to have a much better idea of virtual meeting hosting options and to make a decision on Cvent or other provider at that meeting.
- **CO-WY Chapter-** (Jim) Chapter is focused on planning structure and layout of virtual meeting. Potentially will utilize state's zoom package but look forward to hearing more about Cvent on Monday.

- **ID Chapter-** (Tim) Idaho Chapter is having a virtual planning meeting Dec 11-13 to discuss upcoming 2021 AGM.
- **AK Chapter-** Stephanie also indicated that Chapter is moving forward for virtual meeting planning and thanked everyone for working on options. Chapter will be holding a mid-December Executive Committee workshop. Stephanie suggested that WDAFS may want to draft a Tongas and Pebble Mine letter after the U.S. Presidential inauguration.
- **AZ-NM Chapter-** Alton indicated that Chapter is still up in the air about joint annual meeting with the Wildlife Society (not getting response from TWS). Next week the Chapter Executive Committee will meet to consider an AZ-NM AFS virtual meeting instead of a joint AFS/TWS annual meeting.
- **OR Chapter-** (Peter) Chapter is sending out 2nd call for papers in a couple days. A contract with Cvent is already completed, so chapter may not be able to take advantage of working with AFS contract, but will discuss with Cvent. Used Cvent last year for registration and abstracts and Cvent had a big advantage over other options.

**Pricing for virtual meetings:** Todd led discussion on what cost was appropriate for virtual annual meetings and what individual Chapters were planning. AFS meeting registration was \$195 for the recently held virtual meeting. The Idaho Chapter surveyed members and found that members start losing interest in attending when cost exceeds \$100. Dan D. mentioned that AFS completed a survey after the 2020 virtual meeting and should have responses regarding pricing. Sarah thought \$200 was normal for national meetings, but that the UT chapter tries to keep pricing low for Chapter meetings (regular meeting registration around \$100). Oregon is planning to charge \$125 for members, \$175 for non-members, and \$15 for students. Dan D. asked if the Oregon Chapter would have a group student rate and Peter indicated that the primary purpose of including student registration options is to get student engagement and that a single registration would be fine for entire class. Montana is planning to charge in the \$50 to \$100 range but the final rate will probably be closer to \$50.

**Draft Mission Statement:** Three versions of the WDAFS Mission Statement was provided after statement discussed at last monthly call. The draft mission statements were provided to Executive Committee members by email:

- 1st version incorporated discussion from call and Jim White's comments into mission statement.
- 2nd version incorporated comments provided by Jim White.
- 3rd version was original draft

Peter made motion to approve 1st version and Dan D. seconded motion. Peter made a friendly amendment to change "western America" to "Western North and Central America". Dave suggested we could just use "the West" Sarah and Dan D liked changing to "western North America" rather than "western America". Peter made motion to approve friendly amendment to state "western North America" rather than "western America" and Dan D. Seconded. Motion was unanimously approved. Todd suggested that mission statement would be added to procedures manual in future but would live as a standalone document at this point and would be placed on the Western Division web site.

#### **Reminders:**

- Call for Tributary content (12/1 deadline). Please submit content to Tim D'Amico.
- Next meeting December 9th at 12:00 PM PT (2nd Wed of the month).
- Emily mentioned upcoming Student Colloquium next week. She would like to update during the next WD conference call.

### **Leadership chat (Todd, Carpe Diem)**

When Jane Goodall went to Africa, she ran into Louis Leakey and she took opportunity to work with him. He wrote a grant to study chimpanzees and suggested Jane head up work, although she had no formal training. She seized the day and took advantage of the opportunity created by Louis Leakey. Look for opportunities and seize them! Take opportunities! Reach out and give people an opportunity to learn and grow!

### **2:00 Adjourn**

WDAFS Officers remained on the line to discuss several items. Notes can be found in Appendix B.

## Appendix A: Virtual Meeting Planning Discussion

(12:00-1:00 PM PT)

Participants – WDAFS Excom + chapter meeting planners + Shawn Johnston/Steve Kambouris

- Presentation of price quotes by Confex and other vendors (Tim, Sarah, others)
  - Shawn: Confex not responsive, didn't even respond regarding scheduled call with CalNeva Chapter. \$2,800 bid in total was initially given, but there is some thought that maybe Confex felt that they had bid too low.
  - AFS 2020 Virtual Meeting: Joe Conroy (Ohio) did a lot of work with abstract submissions. AFS put schedules together, scheduled Slack, set up plenaries / speakers and organized vendors. In Confex you can drag and drop into schedule. Zoom allows break out rooms but GoToMeeting does not. If AFS does again, would like to do full service virtual meeting and pay extra fees. Virtual meeting was more time consuming than regular meeting. Did have challenge with individuals who had trouble (internet connections, etc).
  - Looked at 11 options for hosting a virtual meeting for AFS, Chapters, Divisions: Cvent looks like best option. Cvent packages include abstract submissions, can do registration and web page for extra. Registration can use existing providers if you want. 3.99 percent for credit card fee. \$3.06 per person for registration fee was negotiated. Portal to upload sponsorships available. Pretty much one stop shop, 24/7 response. Cvent well rated (third) but cheaper than top two sites (60k for one of them). Meeting app is included (Attendee portal, exhibiter portal). Information is seamless between multiple sites (web site, program, mobile application). Cvent more polished and includes chat features. Cvent is cheaper, but includes a package of items you may not need (other options could potentially be cheaper ala carte). If needing to print badges, they have \$1200 package (provide all needed for printing). Could clone what AFS has already put together for abstract submissions for no additional charge (planning on early December submissions-AFS already paid \$2200). Have tutorial videos for everything and very user friendly (don't have to be programmer). Cvent definitely superior to Confex and pricing could be cheaper unless you were going with a bare bones option to support a virtual meeting.
  - Tim (Idaho): 2 quotes--Conferences IO (bare bones, stripped down, some things you would have to figure out on your own, not sure about support, have to handle abstract submissions yourself) and Exceed (Cadillac option, base price 6k with plug in's extra, 7k for abstract submissions). Looking at auction service to handle fundraising: GiveSmart. Not sure on price.
  - Shawn: AFS is working on a GiveSmart contract that Chapters and Divisions can use (\$250 for each event) AFS contract goes through August 2021—just contact Shawn to get set up and piggyback on AFS's contract. Can even have 4 concurrent events going on at the same time. Could get more connections, if needed. Can have people opt in at registration to use GiveSmart service and then they would not need to log in later.
  - Cvent call on Monday, November 16. Can see full package, abstracts, exhibitors, back end, and what people will see. Hopefully shortly after Monday, we can have agreement with sub-units that want to sign on. Reno and Portland AFS used Cvent. Can piggyback on AFS contract so that Chapters and Divisions do not need to have their own contract with Cvent. Can have up to 20 people that can access AFS event set up with Cvent, but can add to that if needed. Can also get access to GiveSmart

right away. Still would have 100% flexibility to set meeting up however each Chapter or Division would like (but could use abstract submission that AFS set up to save money and not re-invent).

- Cvent prefers Zoom, but has WebX as backup option as some cannot use Zoom due to security. Cvent does not prefer GoToMeeting.
- Oregon already has contract with Cvent, but will contact Cvent to check on options. Original license fee is a large part of the Cvent cost. AFS did get cheaper price on per person registration (3.06) as they bought 3000 registrations in bulk and will pass down rate to Chapters and Divisions. Demos look great, but Oregon has found that when actually working on registrations, etc, it did take quite a bit of work to complete.
- AFS will split fees, but will absorb cost of items that they would need to have had to put on AFS meeting.
- Cvent start up time: 5 weeks for buildout, but could get abstract submissions up within about a week.
- AFS is planning to divide costs based on 5 or 8 other meetings. If meetings go over 8, will need to upgrade license. Looking at \$4900 range for each Chapter or Division but this cost includes abstracts and full package (5 chapters, may be a bit cheaper with 8 chapters). Additional fees if you want badges, additional items. Also additional cost of \$3.06 per person for registration.

## **Appendix B: WDAFS Officers Meeting**

(2:00-3:00 PM PT)

- Mid-year meeting follow-through
- Award dates (e.g., travel grants, small project grants, scholarships). Discussed setting a single date for deadline: February 1<sup>st</sup>
- WDAFS election dates. March 15-April 15, with need for candidates for Secretary-Treasurer, Student Representative and Vice President. Would like to recruit rather than have an open announcement for interested candidates, but Officers will discuss and work to continue recruiting with Chapters during Chapter Annual Virtual Meetings.
- National Program Chair and a National Fundraising Chair (Steve Kambouris supporting information). Discussed potential nominees. Discussed either contacting select past WDAFS Executive Committee Officers and other individuals active with AFS within the Western Division to assess potential interest or sending an email to a more complete list of previously active WD Committee Members / Officers to assess interest.
- Website review and updating. Please review web site and send suggested updates to Travis Neebling, cc Todd and others as necessary.
- WD AGM planning updates and needs. Will assign Executive Committee representatives during future call.
- Tributary enhancement and deadline. Please recommend content. Next deadline December 1.
- Fundraising for scholarships (Dan Dauwalter). Looking at shooting for raising \$15,000 and setting up a Fund Me site if ~3% fee is acceptable. Would like to approve matching of donations 1:1, potentially by earmarking funding for this purpose.
- Next WDAFS Officers meeting (will plan to stay on the line after next Excom meeting)
- Affiliate member working group. Did not have time to discuss in more detail.

Western Division AFS Balances by Month - FY 2019-20 (October 1, 2020 - September 30, 2021)

	9/30/2020	10/31/2020
<b>Checking Total - Wells Fargo</b>	\$ 39,995.19	\$ 40,250.20
<b>Primary Savings - MA, 0.40%</b>	\$ 25.00	\$ 25.00
<b>1-year CD (March 21, 2021) - 0.600%</b>	\$ 10,745.45	\$ 10,750.93
<b>1-year CD (June 18, 2021) - .600%</b>	\$ 10,883.98	\$ 10,889.53
<b>1-year CD (October 9, 2020) - 1.930%</b>	\$ 10,855.02	\$ 10,862.02
<b>1 year CD (December 21, 2020) - 1.980%</b>	\$ 10,841.91	\$ 10,860.15
<b>Subtotal Available</b>	\$ 83,346.55	\$ 83,637.83
<b>Encumbered</b>		
Fishes of Idaho (2016)	\$ 500.00	\$ 500.00
Pink + Chum Salmon Symposium	\$ 482.03	\$ 482.03
Salvelinus Confluentus Curiosity Society (ScCS)	\$ 1,127.87	\$ 1,127.87
Mexico AFS	\$ 505.00	\$ 505.00
2021 Meeting sponsorship	\$ 4,871.97	\$ 5,371.97
WD 2021 Annual Meeting		
WDAFS Excom meeting in Ogden	\$ -	\$ 600.00
WDAFS Ogden travel	\$ -	\$ 1,200.00
Other Excom Travel		
GB Excom meeting in Baltimore (Todd & Dan B.)		\$ 5,400.00
Travel expenses to Chapter meetings (All officers)		\$ 1,600.00
Travel expenses for AFS GB mid-year meeting (Todd & Dan B)		\$ 400.00
Small Grants (2019)		
U Alaska subunit - Don Arthur	\$ 1,000.00	\$ 1,000.00
Small Grants (2020)		
Jade Steel	\$ 950.00	\$ 950.00
Kevin Fraley	\$ 1,189.00	\$ 1,189.00
Adam Kanigan	\$ 977.00	\$ 977.00
John McLaren	\$ 361.02	\$ 361.02
Grants		
Travel Grant: International travel to WDAFS 2021	\$ -	\$ 750.00
Travel Grant Emeritus travel to WDAFS 2021	\$ -	\$ 500.00
Travel Grant: Professional travel to WDAFS 2021	\$ -	\$ 750.00
Travel Grant: Indigenous people to WDAFS 2021	\$ -	\$ 2,000.00
Book projects	\$ -	\$ 500.00
Small Grants Program	\$ -	\$ 2,500.00
Awards		
AFS Plaques: 7 WDAFS, 2 Chapter, 1 Student and 1 D&I	\$ -	\$ 300.00
Riparian Challenge award plaques	\$ -	\$ 100.00
2020 Student colloquium		
Student colloquium contribution from WDAFS		\$ 1,982.03
Travel Grant D&I travel to WDAFS 2019		
Dominic Higheagle	\$ (87.40)	\$ (87.40)
Student Support		
Maughan scholarships	\$ -	\$ 5,000.00
Travel Grant: Student travel to WDAFS 2021	\$ -	\$ 5,000.00
Committees		
ECP Committee	\$ -	\$ 1,000.00
D&I Committee	\$ -	\$ 1,000.00
Native Fish Committee	\$ -	\$ 800.00
Misc. Committee Expenses	\$ -	\$ 100.00
Bank charges	\$ -	\$ 75.00
Web site maintenance	\$ -	\$ 260.00
Branding update (website, logo, etc)	\$ -	\$ 500.00
Conference calls, Zoom, meeting communication capacity	\$ -	\$ 500.00
Mailchimp (\$70/month)	\$ -	\$ 840.00
Insurance	\$ -	\$ 150.00
Other Supplies	\$ -	\$ 300.00
Past President gift	\$ -	\$ 200.00
Contingency for Chapter Professional Certification	\$ -	\$ 200.00
Contingency for other	\$ -	\$ 200.00
2021 Utah Seed Money reserved	\$ 2,000.00	\$ 2,000.00
<b>Total Encumbered</b>	\$ 13,876.49	\$ 49,083.52
2023 Meeting Advances	\$ 4,960.00	\$ 4,960.00
<b>Total Loans</b>	\$ 4,960.00	\$ 4,960.00
<b>Grants Investment Fund</b>	\$ 484,034.39	\$ 474,802.33
Western Division	\$ 196,291.12	\$ 192,547.23
AZ-NM Chapter	\$ 20,813.48	\$ 20,416.50
CO-WY Chapter	\$ 60,359.09	\$ 59,207.85
Idaho Chapter	\$ 42,643.43	\$ 41,830.09
Utah Chapter	\$ 20,798.31	\$ 20,401.62
WA-BC Chapter	\$ 37,996.70	\$ 37,271.98
CSU Student Subunit	\$ 3,872.28	\$ 3,798.42
Fish Culture Section	\$ 74,831.72	\$ 73,404.44
Student Travel Fund	\$ 26,428.28	\$ 25,924.21
Western Division	40.55%	40.55%
AZ/NM Chapter	4.30%	4.30%
CO/WY Chapter	12.47%	12.47%
Idaho Chapter	8.81%	8.81%
Utah Chapter	4.30%	4.30%
WA-BC Chapter	7.85%	7.85%
CSU Student Subunit	0.80%	0.80%
Fish Culture Section	15.46%	15.46%
Student Travel Fund	5.46%	5.46%