



American Fisheries Society

President Dan Brauch, President-Elect Laurie Earley, Vice-President Eric Fetherman, Secretary-Treasurer Laura Burckhardt,
Past-President Todd Pearsons, Student Representative Kat Dale

Advancing fisheries and aquatic science and professionals in western North America

Executive Committee September Call: Wednesday, September 8, 2021

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 (12:00 PM-1:00 PM PT)

Notes

WDAFS Officers and Representatives from: AK, WA/BC, OR, ID, MT, CA/NV, UT, CO/WY, AZ/NM

Roll call

Participants:

- Dan Brauch, WD President
- Laurie Earley, WD President-Elect
- Eric Fetherman, WD Vice President
- Kat Dale, WD Student Representative
- Alf Haukenes, WA/BC Chapter
- Tim Copeland, ID Chapter
- Lisa Eby, MT Chapter
- Matt Young, CA/NV Chapter
- Scott Heppell, OR Chapter
- Paul Burnett, UT Chapter
- Christina Barrineau, CO/WY Chapter
- Brian Hickerson, AZ/NM Chapter

Introductions and Determination of quorum (majority of elected officers, 1/3 Chapters)

Dan provided time during roll call for everyone to introduce themselves, their role within the Western Division or Chapter, and what they do for a living and for what entity. Dan mentioned that the chapter officer change form is available to everyone to fill out and update. A quorum was present.

Motion: Approve July meeting minutes

Laurie moved to approve, Eric seconded. No one opposed. Notes approved.

WDAFS Treasurer's briefing and Financial Sustainability Plan Update (Dan)

Laura Burckhardt (WD Secretary/Treasurer) put together the budget updates for July and August with the help of Travis Rehm. Dan provided a quick review of the budget for Laura. Expenditures included scholarships (\$5,000 total), a life membership to AFS for Dan Dauwalter (\$1,737), a few small grants up to \$1,000, and a few travel grants of less than \$1,000. Dan D's life membership was decided upon after

Todd's budget was finalized but was later approved by the Excom as an adjustment to Todd's budget. Income included an AFS dues rebate of \$15,700, several contributions of \$500, and \$975 from AFS national meeting proceeds. The investment fund continues to grow, with over \$251,000 in the Western Division portion of the investment fund at the end of the fiscal year, and nearly \$620,000 total in the investment fund for the WD, Chapters, sections, and student subsections who have invested.

Dan provided an overview of Financial Sustainability Plan, which guides investments and investing for the future. As part of that plan, Dan and Todd worked with the FSC to reallocate investments to meet the plan to have 80% in equities and 20% in cash. Funds were not moved from the checking or savings accounts to the investment fund or vice versa.

AFS briefing (Dan/Laurie; Governing Board, Management Committee)

The Governing Board met in August and advanced officers. Dan and Laurie will represent the WD on the Governing Board, Laurie will be the sole WD representative on the Management Committee. The Governing Board discussed the upcoming Baltimore meeting – AFS still plans on holding the meeting in person, with a hybrid option, but could potentially switch to a fully virtual meeting if COVID concerns persist or increase. The Governing Board also approved a new code of conduct which clarifies reporting procedures, and updates the AFS, reporting, and appeals processes.

The Management Committee meeting was switched to the second Friday of every month. Laurie may not be able to attend the September meeting and is not allowed a proxy. She will join the meeting in October.

WDAFS Committee briefing (new updates: RPECC, FSC, NFC, ECP, D&I, MC)

- **RPECC** – No update this month.
- **FSC** – Update provided as part of Treasurer's briefing above.
- **NFC** – No update this month.
- **ECP** – The ECP is looking to use some of the funds allocated to the committee to support travel to Baltimore. They received one applicant for their travel grant so far and that person will be travelling to the meeting. The application deadline was extended to 9/8, so there may be more folks that apply and another opportunity to support travel to Baltimore.
- **D&I** – Meeting bi-monthly rather than monthly as in the past. Laura Slater is Chair of the committee, and Emily Chen has stepped up as co-chair. July's meeting was used to touch base with the committee and determine what the committee should be working on in the coming months. The committee is reaching out to other professional societies to discuss how they can work together on D&I issues. They are also working on the formation of a scholarship with consideration of D&I with the Scholarship Committee. Additionally, the committee is reaching out to and working with Chapters within the Division to determine the issues they are facing and find a way the committee can help. Meetings with the Chapters occur quarterly with the next meeting being held in November, during which the topics of discussion will include bringing diversity to officer nominations and what D&I related activities to include at Chapter meetings.
- **MC** – Eric will be representing the Division on the Society Membership Committee. Laurie provided an update from the previous days meeting during which the Society MC members spent the majority of the time discussing the membership survey questions. The survey will be finalized in the coming month.

Chapter briefings (roughly 1 minute/chapter)

- **AZ/NM** – The Chapter is in the initial planning stages for their annual meeting in February 2022. Planning for an in-person meeting, with a potential hybrid virtual option, and a fully virtual contingency. The Chapter is also exploring CVENT and other platforms to determine what will work best.

- **CA/NV (Matt)** – The Chapter is thinking about their upcoming annual meeting in February 2022. The meeting will be a hybrid meeting, and though they are hoping for an in-person component, the meeting may need to be virtual. Officer transitions occurred recently, and officers will meet next week for the first time. UC Irvine has petitioned for and may be considered as a new Student Subunit.
- **CO/WY (Christina)** – Excom retreat was held recently at which officers discussed planning for the upcoming annual meeting in March. A survey of the membership shows that members are hoping for an in-person meeting, but there will likely still be a virtual component. The Chapter also wrote letters of support for RAWA.
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morning rather than one full day. Dan will send out a poll to see when folks may be available to meet in October or November – with the later annual meeting, it is not imperative that the mid-year meeting happen in October.

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The theme for the meeting is *What do fish mean to us?* Leanne recently sent out a Survey Monkey to the planning team to pick a tagline, and that selection should occur soon.

New or other business

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Laurie asked if the mid-year retreat would affect the next month's call. If the mid-year retreat stays in October, there will not be an October call, but if moved to November based on availability, there will be an October call. Next monthly call was tentatively set for October 13th.

Meeting was adjourned at 1:59 PM (MDT).

WDAFS Officers Meeting (1:00-2:00 PM PT)
WDAFS Officers to stay on conference line

- Dan, Laurie, Eric, Kat
- Dan asked for feedback and input on how the meeting was run today. He wanted to make sure we stayed on schedule while making everyone feel comfortable and open to share without being rushed. Everyone agreed that Dan did a great job of running the meeting. Dan explained for Eric and Kat that the objective of the Officers Meeting is to allow more discussion of issues that we may not have had time to cover fully during the regular Excom call.
- Discussion focused around scholarship updates: There is no new update on the formation of a new scholarship. Dan D was going to help by stepping in and working on communication between the Awards Committee and the D&I Committee to form ideas for the scholarship, hopefully before the mid-year retreat. This scholarship is not currently in the budget, but can be added when it is likely a go. The objective of the scholarship needs to be determined. Everyone agreed that D&I should be a consideration during the application process, but should not necessarily limit the applicant pool. Hopefully Dan D can help flesh out the details before the retreat.
- D&I Committee discussion: The D&I is very active and has a lot of ideas that it is interested in pursuing. Additional funding could be useful in pursuing those ideas. One potential idea is a D&I Continuing Education course at the annual meeting with a paid (versus free) instructor – Dan thought funding for that could come out of the meeting budget. If there are additional ideas that require funding, Dan would be happy to look at a proposal from the Committee and potentially work in additional funds to his budget before it is finalized and approved. All agreed that is important to find additional ways to support the committee.

- Committee and WD officer rotation discussion: Committees have WD officer liaisons that sit in on committee meetings and report back to the Excom. Laurie has been the liaison to the D&I Committee for the past year and plans to continue to be a part of that committee moving forward. Kat is also a part of the D&I Committee and would be interested in taking part in the ECP Committee as well. Discussion focused around officer rotations and who has an opportunity to sit in on committee meetings over the four year officer appointments. Dan mentioned that some committees are covered by a certain officer due to function, e.g., the President is part of the FSC for help with the budget. Others are filled per the bylaws, e.g., the Vice President is a member of the Membership Committee, Todd is a member of the RPECC (during discussion, there was some confusion about liaison for RPECC, but these notes are corrected to reflect correct representation/liason). Officers decided to maintain past rotations despite potential overlap in participation so each gets to participate in and understand the function of each committee. Eric will be a member of the Membership Committee and liaison to the D&I Committee. Laurie will be the liaison for the ECP Committee. Dan will be the liaison to the FSC committee. Todd will be liaison to the NFC and RPECC. Kat will continue to liaise on student interests and matters, and will continue to sit in on and be an additional voice on the D&I Committee, along with Eric and Laurie. Kat may also join the ECP out of personal interest.

There was some discussion as to the function of a Membership Committee at the Division level. The VP (Eric) serves on the Society Membership Committee and plays an important role in translating membership issues from the chapters to the Society and vice versa. However, membership campaigns generally happen at the level of the Society or Chapter given that members are assigned to the WD given their address or home chapter affiliation. Therefore, there may not be a need for a Membership Committee at the Division level. This can be discussed at the annual retreat, and can potentially be a revision to the Procedures Manual, as needed.

- Student Colloquium (Kat): Kat has talked with Emily about how the colloquium has been run in the past couple years, both in person and virtually. Emily liked the virtual option but pointed out that it does lack in networking opportunities. Kat was thinking about reaching out to students within the Division to see if they would be more likely to participate in an in-person, virtual, or hybrid meeting option. Trivia and talks could be done virtually, but those not attending in person would miss out on field trips. Emily also suggested trying to find cost-effective options for the colloquium. National Reserves in the Nevada Range, Monterey, or Point Reyes seem like an affordable option for housing and meeting space. The funding for the meeting usually comes through fundraising, and Kat plans on reaching out to the Chapters to talk about funding. Additionally, Dan thought he could look at the proposed budget and see if more funds could potentially be used for the colloquium, though he encouraged fundraising as the primary option. The colloquium has traditionally been held in November, but with the National meeting in November, the interest may be lower in the student colloquium. Kat will look into whether or not December or January could be viable options for the colloquium; holding it early in 2022 would prevent overlap with Chapter meetings in February and March. The plan is a hybrid option, but could go full virtual again this year, and attempt an in-person meeting for the following colloquium. Kat will continue to talk with the subunits, gauging interest, and gathering costs, and will discuss funding options with the Excom again in future meetings.
- Dan mentioned that the Google Drive has a lot of the archived information for the Division, but could use some updating. He will talk with Travis Rehm about updating the drive. Eric is running through documents on the website and Google Drive to learn more about the VP position and the duties that come with that position.
- Dan will work with Tracy on list serve requests.
- President's Plan of Work and budget: Dan asked that the officers look over his plan of work and make comments if they have any. When putting together the proposed budget, Dan took the approach of funding some items, such as scholarships and travel, from the investment funds rather than from the primary budget. However, the investment fund would be used at a low enough level that it would still meet the financial sustainability goals. With the expected proceeds from the Spokane meeting, this additional coverage from

the investment fund may not be necessary this year, but could be a consideration for Laurie when she puts her budget together. This can be discussed more during the retreat.

Laurie asked about lifetime membership and if anything had been decided with including that in Dan's budget. Dan mentioned that Todd was already a life member of AFS. The pros and potential cons of including the life membership in future budgets was discussed, but no decisions were made at this point. Officers decided to table this discussion until October when Todd could be involved.

- Laurie had a Program Committee call recently and will try to get some thoughts to Dan and Alf as soon as possible. She will be joining back in on planning calls and other meetings as needed towards the end of September.
- Next meeting will be after next Excom meeting.



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WDAFS Executive Committee **AGENDA** (12:00 PM-1:00 PM PT)

WDAFS Officers and Representatives from: AK, WA/BC, OR, ID, MT, CA/NV, UT, CO/WY, AZ/NM

- 12:00 PT Roll call
 - Introduction of new officers
 - Excom rep. transition (chapter officer change form [here](#))
 - Determination of quorum (majority of officers, 1/3 of Chapters).
- 12:10 Approval of July meeting notes
 - Proposed Motion: Move to approve July meeting minutes
- 12:13 WDAFS Treasurer's briefing (Laura)
 - Brief budget review
 - Financial Suitability Plan Update
- 12:15 AFS / Presidents briefing
 - Governing Board, Management Committee
- 12:20 WDAFS Committee briefing (new updates: RPECC, FSC, NFC, ECP, D&I, MC)
- 12:25 Chapter briefings (roughly 1 minute/chapter)
 - Society's Unit Resources Webpage ([link](#))
- 12:35 WDAFS Excom Meetings
 - Establish monthly calls: Day of month, time, communication platform
 - Mid-Year Excom retreat:
 - Virtual vs. in-person, communication platform
 - Synchronize with Spokane site visit, availability
 - Dates
- 12:45 Spokane meeting update (Dan)
 - Proposed Motion: Approve the Spokane meeting MOU

- Theme: ***What do fish mean to us?*** Still working on tagline
- 12:50 New or other business
- 1:00 Adjourn

Google Drive Link

<https://drive.google.com/drive/u/1/folders/19naI8C3L9b2zxk8fJrCzh5fmtsR3Q2n4>

Attachments:

1. Monthly financial statement / balances by month
2. July meeting notes
3. Spokane Draft MOU

WDAFS Officers Meeting **AGENDA** (1:00-2:00 PM PT)

WDAFS Officers to stay on conference line

- July Excom call follow-through
- Archive of WD Documents / access / location
- List serve requests
- Student colloquium (Kat)
- President's plan of work/Budget/Excom Fall retreat (Dan)
- Spokane meeting planning update (Dan/Laurie)
- Other
- Next meeting will be after next Excom meeting



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Motion: Approve July meeting minutes

Laurie moved to approve, Eric seconded. No one opposed. Notes approved.

WDAFS Treasurer's briefing and Financial Sustainability Plan Update (Dan)

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- Discussion focused around scholarship updates: There is no new update on the formation of a new scholarship. Dan D was going to help by stepping in and working on communication between the Awards Committee and the D&I Committee to form ideas for the scholarship, hopefully before the mid-year retreat. This scholarship is not currently in the budget, but can be added when it is likely a go. The objective of the scholarship needs to be determined. Everyone agreed that D&I should be a consideration during the application process, but should not necessarily limit the applicant pool. Hopefully Dan D can help flesh out the details before the retreat.
- D&I Committee discussion: The D&I is very active and has a lot of ideas that it is interested in pursuing. Additional funding could be useful in pursuing those ideas. One potential idea is a D&I Continuing Education course at the annual meeting with a paid (versus free) instructor – Dan thought funding for that could come out of the meeting budget. If there are additional ideas that require funding, Dan would be happy to look at a proposal from the Committee and potentially work in additional funds to his budget before it is finalized and approved. All agreed that is important to find additional ways to support the committee.

- Committee and WD officer rotation discussion: Committees have WD officer liaisons that sit in on committee meetings and report back to the Excom. Laurie has been the liaison to the D&I Committee for the past year and plans to continue to be a part of that committee moving forward. Kat is also a part of the D&I Committee and would be interested in taking part in the ECP Committee as well. Discussion focused around officer rotations and who has an opportunity to sit in on committee meetings over the four year officer appointments. Dan mentioned that some committees are covered by a certain officer due to function, e.g., the President is part of the FSC for help with the budget. Others are filled per the bylaws, e.g., the Vice President is a member of the Membership Committee, Todd is a member of the RPECC (during discussion, there was some confusion about liaison for RPECC, but these notes are corrected to reflect correct representation/liason). Officers decided to maintain past rotations despite potential overlap in participation so each gets to participate in and understand the function of each committee. Eric will be a member of the Membership Committee and liaison to the D&I Committee. Laurie will be the liaison for the ECP Committee. Dan will be the liaison to the FSC committee. Todd will be liaison to the NFC and RPECC. Kat will continue to liaise on student interests and matters, and will continue to sit in on and be an additional voice on the D&I Committee, along with Eric and Laurie. Kat may also join the ECP out of personal interest.

There was some discussion as to the function of a Membership Committee at the Division level. The VP (Eric) serves on the Society Membership Committee and plays an important role in translating membership issues from the chapters to the Society and vice versa. However, membership campaigns generally happen at the level of the Society or Chapter given that members are assigned to the WD given their address or home chapter affiliation. Therefore, there may not be a need for a Membership Committee at the Division level. This can be discussed at the annual retreat, and can potentially be a revision to the Procedures Manual, as needed.

- Student Colloquium (Kat): Kat has talked with Emily about how the colloquium has been run in the past couple years, both in person and virtually. Emily liked the virtual option but pointed out that it does lack in networking opportunities. Kat was thinking about reaching out to students within the Division to see if they would be more likely to participate in an in-person, virtual, or hybrid meeting option. Trivia and talks could be done virtually, but those not attending in person would miss out on field trips. Emily also suggested trying to find cost-effective options for the colloquium. National Reserves in the Nevada Range, Monterey, or Point Reyes seem like an affordable option for housing and meeting space. The funding for the meeting usually comes through fundraising, and Kat plans on reaching out to the Chapters to talk about funding. Additionally, Dan thought he could look at the proposed budget and see if more funds could potentially be used for the colloquium, though he encouraged fundraising as the primary option. The colloquium has traditionally been held in November, but with the National meeting in November, the interest may be lower in the student colloquium. Kat will look into whether or not December or January could be viable options for the colloquium; holding it early in 2022 would prevent overlap with Chapter meetings in February and March. The plan is a hybrid option, but could go full virtual again this year, and attempt an in-person meeting for the following colloquium. Kat will continue to talk with the subunits, gauging interest, and gathering costs, and will discuss funding options with the Excom again in future meetings.
- Dan mentioned that the Google Drive has a lot of the archived information for the Division, but could use some updating. He will talk with Travis Rehm about updating the drive. Eric is running through documents on the website and Google Drive to learn more about the VP position and the duties that come with that position.
- Dan will work with Tracy on list serve requests.
- President's Plan of Work and budget: Dan asked that the officers look over his plan of work and make comments if they have any. When putting together the proposed budget, Dan took the approach of funding some items, such as scholarships and travel, from the investment funds rather than from the primary budget. However, the investment fund would be used at a low enough level that it would still meet the financial sustainability goals. With the expected proceeds from the Spokane meeting, this additional coverage from

the investment fund may not be necessary this year, but could be a consideration for Laurie when she puts her budget together. This can be discussed more during the retreat.

Laurie asked about lifetime membership and if anything had been decided with including that in Dan's budget. Dan mentioned that Todd was already a life member of AFS. The pros and potential cons of including the life membership in future budgets was discussed, but no decisions were made at this point. Officers decided to table this discussion until October when Todd could be involved.

- Laurie had a Program Committee call recently and will try to get some thoughts to Dan and Alf as soon as possible. She will be joining back in on planning calls and other meetings as needed towards the end of September.
- Next meeting will be after next Excom meeting.

