FINAL

WA-BC Executive Committee

Conference Call Minutes

**Date:** February 25, 2016

**Time**: 9:00 am

**Call in information:** International toll-free: 1-866-305-2467

**Passcode:** 260646

**Participants**:

Mark LaRiviere (Pres)

Alix Blake (Pres-Elect)

Tamara Knudson (VP)

Brittany Jenewein (Communications Officer)

Katrina Cook (BC Student Subunit Pres)

**Regrets**:

Erin Rechisky (Secretary; Feb minutes recorded by Tamara)

Martina Beck (Treasurer)

Orlay Johnson (Student Subunit Rep)

Matt Klungle (Past-Pres)

Joelle Blais (UW Student Subunit Pres)

**2016 AGM update**

* Alix Blake - Program, Accommodations, Symposia, Budget
  + Met with Mary (contracting/lodging) and Barb (catering) at Campbell’s Resort
  + Went through contract scheduling and matched up with the symposia/times
  + We have until 5 days prior to meeting to make changes
  + Mark concerned about not meeting food requirements- would like to discuss options
  + Room block is full and Alix extended it to accommodate Fish Passage symposium presenters
  + ACTION ITEM: Alix to send out hard copy of contract to Excomm group for review
  + Abstracts are continuing to come in.
* Mark LaRiviere – Plenary, Business meeting, Fundraising –
  + Need 100-120 registrations to meet monetary obligations
  + Entertainment: Todd Keniston? (DJ) recommended by Campbell’s Resort
    - Set up around 3-4 PM $500 (music lighting, etc.)
  + 123 signups starting to come in (registration)
  + Fundraising $8250
  + Plenary all set – order? John last? – Mark will finish up scheduling for
  + Business meeting
  + WDFW has 4 comp registrations available to them – Mark and Martina will take care of it. Discount cannot be applied – need to join AFS.
  + Confirm number of comp rooms -
* Tamara Knudson-Symposia
  + Finalizing symposia schedule – sent schedule at a glance to Alix and Brittany for posting.
  + Nail down dates for 2017 Meeting (April 10-13, 2017)
    - Will vote on Meeting dates, and location on the March 24th ExComm call.
* Brittany Jenewein – Publicity, Spawning Run
  + ACTION ITEM: Final schedule to Brittany by 1st weekend in March
  + Spawning Run information to Mark for Posting.
  + Steering committee file – Alix to send
  + Printed program – how many copies?
  + ACTION ITEM: Tamara to add room numbers to final symposia schedule
  + ACTION ITEM: Brittany to send out list
    - Mark- president’s welcome letter, plenary speaker info (names, titles, bios, pictures)
      * Continuing education – possible 2nd session – Thursday 1-3 timeframe – can register at the meeting too.
      * WA-BC hats/shirts to sell – Mark will bring with him – Chapter logo wear
    - Erin – list of donors/exhibitors with logos (Mark will provide sponsors)
    - Tamara – final symposia schedule – including moderators
    - Orlay? – Student volunteers? Who is managing student volunteers
      * Student talk and poster awards
    - Matt – Award recipients?
    - Socials – generic – copy and paste from last year
    - Maybe add in general marketing information from Campbell’s
* Martina Beck – Registration
  + 54 registrations so far.
  + Martina – how much can the chapter cover for ExComm?
* Katrina Cook – Student volunteers, Auction – (lost call)
  + Silent Auction items?
* Matt Klungle - Awards, Student session – not on call
* Erin Rechisky – Tradeshow – not on call, sent e-mail update:
  + “Last week, I followed up with everyone I didn’t hear back from. I received a few more no’s. I was hoping to get Vemco again, but they’ve got a busy schedule this year.” Confirmed for trade show:
    - BioSonics Telemetry/Lotek (Matthew Knoff)
    - Cyrogenetics (Maureen Ritter)
    - AIFRB (Brittany)
  + Possible trade show:
    - Creative Pewter Designs (Les Douglas)
    - WDFW?
  + Donated Silent Auction items:
    - Floy Tag
    - Biomark
  + Potential Sponsor:
    - Ecofish
* Orlay – Student travel awards – not on call –
  + need student volunteers (1 at registration desk, Spawning run)
  + need 4-6 total
* **Summary of Action Items**
  + Alix to send out hard copy of contract to Excomm group for review
  + Final schedule to Brittany by 1st weekend in March
  + Tamara to add room numbers to final symposia schedule
  + Brittany to send out list for AGM program

**Adjourn:** Call adjourned at 10:00.

**Next meeting:**

AGM steering committee call: **Thursday, March 10th, 9:00 AM**

ExComm call: **March 24th 2016, 9:00 AM** (4th Thursday of the month)