FINAL

WA-BC Executive Committee

Conference Call Minutes

**Date:** April 28, 2016

**Time**: 9:00 AM

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

**Passcode:** 260646

**Host passcode**: 2606468

**Participants**:

Mark LaRiviere (Pres)

Tamara Knudson (VP)

Martina Beck (Treasurer)

Brittany Jenewein (Communications Officer)

Matt Klungle (Past-Pres)

Orlay Johnson (Student Subunit Rep)

Erin Rechisky (Secretary)

**Regrets**:

Alix Blake (Pres Elect)

Joelle Blais (UW Student Subunit Pres)

Katrina Cook (BC Student Subunit Pres)

1. **Determination of Quorum:** Quorum determined
2. **Approve Agenda**: Agenda approved
3. **Approve Minutes:** not done
4. **Recruitment of new Excom members - ALL**
	1. Recruiting a VP
		1. Gabe Temple (WDFW- Ellensburg);
		2. Kirstin Gale (FW Fisheries Society of BC)
		3. Larry Dominguez Staff- Matt will follow up
		4. Finalize candidates in the next few weeks
	2. List of open officer notifications
	3. Will use Survey Monkey
	4. Next year – two year terms up, communications officer, secretary, and treasurer up for re-election
	5. Officer change over will occur at the national meeting and then new officer will sit during the retreat.
5. **Officer Reports**

**President’s report (Mark LaRiviere):**

* 1. 2016 AGM finances -Final numbers will not be available until all monies have come through the Signup123 – June/July
		1. Sponsorship + registration + silent action: ~$30,000-32,000.
			1. $1,115 from silent action
			2. Record income from t-shirt sales? Cash, checks, 123 sign-up? May not be able to tease out specific t-shirt sales.
			3. Mark would like to know how much the T-shirt sales brought in
		2. AGM expenses: ~$26,000-28,000
	2. Best student paper award
		1. ExCom did not follow up at AGM. Someone needs to take the lead. John Morgan has done it for the past 5 years. Need to assign an ExCom member. Past-president has been suggested, and ExCom has agreed.
		2. ExCom can award the best student paper retroactively. Do we have a list of student talks? How do we decide? Tamara saw most student talks and agreed to review the presentations. Mark will send a list with student names and talk titles.
		3. Brittany will have the presentation on the WA-BC website this weekend.
		4. Will decide award at next conference call
	3. 2015 tax filing
		1. Martina completed 990PF form
		2. Address change for chapter business. Leaving Bank of America address the same (at UW). Problems with mail to Spokane Tribe address (Alix and Tamara), so other Chapter items will be mailed to Tamara. Tamara will look into opening a PO Box.
	4. Mark plans to attend general AGM in Kansas City, we have budget for it. Tamara and Alix will be attending as well.

**President-Elect’s report (Alix Blake):**

1. 2016 AGM update
	* 1. Needs final number from AGM.
		2. Posting presentations. All presentations will be available on our website this weekend, including plenary speakers.
2. Planning for the annual retreat. Open to suggestions.
	* 1. Add hosting WD meeting to retreat agenda

**Vice-President’s report (Tamara Knudson):**

1. 2017 AGM, 10-13 April- Working with Ruth Fitzpatrick to coordinate room space to ensure they can accommodate us. – Have it mostly worked out
2. Waiting on contract from Hotel RL – maybe next week when Ginny returns
3. Need to be out by 4:30 on April 13th. Continuing Ed classes will be on Monday.
	1. Contacted Gretchen Hayslip with Society for Freshwater Science to see if they would like to co-convene – she will get back to me week after next.
		1. Their AGMs are 40-80 people
4. Fly fishing film festival in Spokane not happening any more (Trout Unlimited used to host). Option for us to host film festival. Film is rented, ~$1000 to play the film. Draw more than scientists, could be used at a social.
5. Hotel space; head start on vendors, sponsors, space etc.
	* 1. Trade show (see Erin’s comments)
		2. Tamara to assemble steering committee
			1. Erin will work on tradeshow again
			2. Mark will take on Continuing Ed
		3. No support for AGM from NMFS in 2016.
			1. Orlay – could have Alix come over and meet with Northwest Fisheries Science Center and UW
		4. Recreational fisheries symposium suggested by Orlay.
		5. Website: work with Brian – work with membership to include into steering committee

**Past-President’s report (Matt Klungle):**

1. Tying up loose ends from awards

**Treasurer’s report (Martina Beck):**

1. Account balances –

Checking account: $7,145.75

Savings account: $33,457.29

1. Payment methods:
	* 1. Conference call account became inactive because it was set up by a past ExCom member and the debit card expired (old debit was card on file). It is a use-based payment, so each month is different. We could set up a monthly wire transfer but we need a credit card to verify the payment.
		2. We do not have a Chapter credit card because of international complications. *Safe pass card* ($20 fee) is an alternate to credit card. How do we want to handle the monthly payments? Matt: What about on-line banking? Martina: Needs to be a credit card or wire transfer. Setting up a payee requires pass card or credit card.
		3. Do we want a Chapter credit card? Need to reevaluate options for conference call host. Matt will look in to it over the next week. How do other Chapters do it? Does Tamara want a Chapter credit card?
		4. Current signers on Chapter account are Mark, Matt, and Martina – need to add Tamara to account

**Secretary’s report (Erin Rechisky):**

1. Attended WD meeting in Reno (on behalf of WA-BC Chapter)
	* 1. Meeting including chapters was held on Sunday prior to the start of the conference, but Erin didn’t know about it so did not attend (and was not in Reno until Monday)
		2. Business lunch meeting – WA/BC chapter may need to host WD in 2019
		3. Erin got info from every vendor at WD meeting and got feedback on how to improve our Chapter trade show participation:
			1. Need to advertise sooner on the website
			2. Some organizations plan trade show travel 6-9 months in advance
			3. Coffee/refreshments were set up in the back of the room and had to walk past the tradeshow
2. Erin attended the Salish Sea Ecosystem Conference (on behalf of Kintama)– alternates between WA and BC every other year
	* 1. Includes Strait of Juan de Fuca and Strait of Georgia
		2. Over 1000 members/attendees
		3. Potential AFS members – should reach out to them
		4. Next meeting 2018 in Seattle
		5. Vendors were spread out around venue – Erin has the program with all the vendors listed.
		6. Is there a different rate for vendors? $500 for vendors – art vs. equipment – artists paid a reduced rate
		7. Suggested different rate schedule for vendors – artists, non-profits, lg. corporations
		8. Invited speakers have registration waived
3. CARS meeting – last 2 meetings were cancelled

**Communication Officer’s report (Brittany Jenewein):**

1. Working on converting 2016 AGM presentations to PDF and will post a link this weekend.
2. Newsletter. Goal is to get it out before the end of May. Will feature:
	* 1. Letter from the President
		2. Student contributions (Orlay has inquired with students)
		3. Announcement for next year’s AGM
		4. Call for Steering Committee members
		5. Bio for VP candidates by May 15th
		6. Book reviews
		7. Continuing Education- Aquatic Resources Education Conference
		8. Katrina’s article
		9. 2016 AGM Student travel awards, 2016 AGM Student volunteers
3. AGM Feedback from members- “moss back” session. Add to retreat agenda
4. E-mail address for Chapter? No one uses it or knows the password. Brittany will ask Brian Missildine. afs.wabc@gmail.com

**Student Representative’s report (Orlay Johnson):**

1. Student award applicants
2. Bellingham Chapter- Bill Nunn starting chapter at Bellingham Technical College
	1. 2016 AGM: Joelle from UW attended AGM; nobody at AGM from BC – were at different meeting
	2. 2016 AGM Student mixer- room was too large, should be held in a smaller room with just students and mentors.
3. ExCom meeting at UW suggested by Orlay (possibly free and could be arranged by Julian Oden).
4. Student symposium suggested
5. Should invite UofI Chapter and WSU and EWU to 2017 meeting in Spokane.

**Student Sub-Unit reports:**

**Katrina Cook UBC:** not on call

**Joelle Blais UW:** not on call

1. **New and Old Business**
	1. Cedarholm Endowment fund – student scholarships, discussion deferred to next meeting in May.
	2. As discussed at the 2015 retreat, Mark would like to resurrect sub-committees and try to recruit from our membership.
	3. Erin’s suggesting 2018 meeting location: Whistler or Squamish
	4. Tamara: best student paper. Do we have an evaluation form? Mark: Yes. He will send it to Tamara.

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

**Next meeting:** TBD (Alix and Tamara on not available on May 26th)