FINAL

WA-BC Executive Committee

Conference Call Minutes

**Date:** Aug 25, 2016

**Time**: 9:00 AM

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

**Passcode:** 260646

**Host passcode**: 2606468

**Participants**:

Tamara Knudson (VP)

Brittany Jenewein (Communications Officer)

Orlay Johnson (Student Subunit Rep)

Erin Rechisky (Secretary)

Zack Koehn (UW Student Chapter Sec) on call part of the time

**Regrets**:

Martina Beck (Treasurer)

Mark LaRiviere (Pres)- at AFS

Alix Blake (Pres Elect)- at AFS

Matt Klungle (Past-Pres)

Bryan Witte (EWU, Salish Subunit Pres)

Sam Wilson(BC Student Subunit Pres-elect)

1. **Determination of Quorum:** Not enough ExComm members for a quorum.
2. **Meeting Minutes:** We did not approve the July 2016 minutes because we do not have a quorum. **Action: We will approve July and August minutes at the retreat in Sept in Bellingham.**
3. **Officer Reports**

President’s report (Mark LaRiviere)- not on call

President-Elect’s report (Alix Blake)- not on call

1. Sent Tamara some suggestions for 2017 WA-BC AGM tradeshow and vendor involvement (see below).
2. **Action: Alix will organize a conference call to review retreat logistics (at Bellingham Tech, Sept 24th).**

Vice-President’s report (Tamara Knudson)

1. 2017 AGM (Red Lion Hotel at the Park, Spokane, WA; April 10-13, 2017)
	* Need a theme for our AGM; on the retreat agenda.
2. Alix sent Tamara text message from AFS AGM in Kansas City with info on potential involvement of organizations in our 2017 AGM:
	* EcoAnalyst in tradeshow or involved in meeting? Sponsor or vendor?
	* Whoosh and Pacific Netting want to help (workshop, sponsorship?)
	* Smith Root workshop?
	* PNNL involvement- Allison Colotelo at PNNL is contact.
	* **Action: Erin will follow up with Alix about details.**

Past-President’s report (Matt Klungle): not on call

Treasurer’s report (Martina Beck)- not on call

Secretary’s report (Erin Rechisky):

1. July minutes not approved because we did not have a quorum. Minutes from Jan-June 2016 were approved via e-mail in July.
2. WA-BC 2017 AGM
	* **Action: Erin will edit letter to vendors for WA-BC AGM tradeshow, and send to Alix.**
	* Need to work on payment structure for 2017 minutes- to be determined at retreat
3. We need to develop a master document for all Chapter accounts to be maintained by the secretary and/or president. Erin started a template that we can all add to at the retreat. **Action: All ExCom bring any account info to the retreat.**

Communication Officer’s report (Brittany Jenewein):

1. Current website updates:
	* Added approved minutes to website
	* Student sub-unit officers
2. Please browse **new website** for broken links, errors, layout, etc. Brittany sent a link on Aug 14th: <http://wa-bc.fisheries.org/>. **Action: ExCom to review new AFS hosted Chapter website** by next meeting on September 24, 2016**.**
3. Brittany has received questions regarding the 2017 AGM:
* Payment structure for tradeshow
* Registration fee. Tamara would like to include the banquet in the registration fee. Orlay commented that it used to be included in the past. **Action: Tamara will determine whether the current registration fee needs to be increased.**
1. Call for additional Fall newsletter items. Already a good amount of content.

Student Representative’s report (Orlay Johnson)

1. Student award should be organized by the past-president.
2. An announcement of the best student paper award will be posted in the fall newsletter. Orlay suggests that we ask the winner to submit an extended abstract for the newsletter. **Action: Brittany will contact the 2016 winner to request an extended abstract for the fall newsletter.**
3. Orlay has no updates from student sub-units.

1. **Student Sub-Unit reports:** no reports
2. **New and Old Business**
	1. No update on Cedarholm Endowment fund
	2. WD business
* Brittany volunteered to be on the exploratory committee for our chapter to host the 2020 WD meeting. She and Mark LaRiviere had a conference call with Eric Knudsen (from the WD). Timelines were discussed but no planning until the WA-BC Chapter agrees to host it.

Summary of action items:

1. We will approve July and August minutes at the retreat in Sept in Bellingham.
2. Alix will organize a conference call to review retreat logistics (at Bellingham Tech, Sept 24th).
3. Items TBD or discussed at the retreat: 2017 AGM theme, tradeshow fee structure, registration fee.
4. Erin will follow up with Alix about details on vendors that have expressed an interest in participating in our 2017 AGM.
5. All ExCom please bring any account info (websites, user names, passwords, addresses) to the retreat to include in a master document.
6. All ExCom please review the new AFS hosted Chapter website and send Brittany comments by next meeting on September 24, 2016.
7. Tamara will determine whether the current AGM registration fee needs to be increased if we include the banquet.
8. Brittany will contact the 2016 best student paper winner to request an extended abstract for the fall newsletter.

**Adjourn:** Call adjourned at 9:45 AM.

**Next meeting:** at the retreat on Sept 24th in Bellingham. Alix will schedule a call to review retreat logistics.