**Date**: April 27, 2017
**Time**: 9:00 AM

**Call in information**:
US: 1-800-582-3014
Canada: 1-888-626-9463
Passcode: 837490314#
Host Passcode: 567446688#

**Participants:**
Alix Blake (Pres)
Tamara Knudson (VP)
Gabe Temple (Pres-Elect)
Mark LaRiviere (Past Pres)
Brittany Jenewein (Communications Officer)
Erin Rechisky (Secretary)
Martina Beck (Treasurer)

**Regrets:**
Orlay Johnson (Student Subunit Rep)
Student Rep from UW Student Subunit
Student Rep from EWU Student Subunit
Student Rep BC Student Subunit

Note: Action items are highlighted in yellow.
Items that still need to be resolve/dissussed in future monthly calls are written in red.

1. **Determine Quorum:** Quorum determined.
2. **Approve Meeting Minutes:** March minutes have not yet been distributed for review. (Erin could not attend the March meeting and has requested meeting notes from Brittany.) There was no ExCom meeting in February because of time conflicts and lack of non-AGM updates.
3. **Officer Reports:** (most discussion was regarding the AGM wrap up; see Old and New Business)
	* President's report (Alix Blake): no report
	* President's Elects' report (Tamara Knudson):
		1. Time to switch banks! Bank of America gave very specific instructions on how to change names on the account, had to have documents notarized, cost $, lots of time, now they say they will not accept notarization from Canada, and the names still have not been changed after all of the aggravation and time. The Chapter needs a bank that works across the border.
	* Vice President's report (Gabe Temple):
		1. 2018 Meeting: Gabe has a meeting with Shawn Johnston from WD today. Shawn Johnston is working with Gabe to resolve contract questions. Explore idea of joint meeting with BCWF (see old business) or other organization.
	* Past-President's report (Mark LaRiviere): no report
	* Treasurer's report (Martina Beck):
		1. Taxes: Martina is working on how to proceed. Looks like we may be fine to file the 990N postcard. Need to fill out online account with IRS and submit electronically. Martina will send out update next week. Taxes are on the agenda for the parent AFS Leadership Webinar.
		2. Conference call line: The Chapter is still paying $30/month to Premier Global Services. Martina will close the account since we are now using the parent society account.
	* Secretary's report (Erin Rechisky): no report.
	* Communication Officer's report (Brittany Jenewein): no report.
	* Student Representative's report (Orlay Johnson): no report.
4. **Student Sub-Unit reports:** no reports.
5. **New and Old Business:**
	* 2017 AGM wrap up
		1. Payment: Finalize payment with the Hotel (Hotel RL). Martina will issue a check.
		2. Student awards:
			1. Best student presentation: Sam Wilson, MSc student, Simon Fraser University, and BS student sub-unit President
			2. Best student poster: Naomi Pleizier, PhD student, University of British Columbia.
			Martina will confirm info and mailing addresses with the winners.
		3. Connor Parrish did not pick up the travel award check, so someone (?) will mail it.
		4. What to do with left over silent auction items? We will set up an on-line auction for remaining items. Tamara will photograph items and send description to Brittany. Silent auction profits are for student travel awards.
		5. Presentations were converted to PDF and will be posted on Chapter web-site. Tamara will send plenary spreaker presentations to Brittany to convert and post
		6. Outstanding registrations: Three more checks were received via mail. Tamara will verify that all payments have been received for registrations not paid on the day of meeting or prior to meeting.
		7. ExCom reimbursement: All ExCom please send receipts to Martina so we can calculate profit from the meeting.
		8. Spokane River keepers list from the meeting needs to be sent to River Keepers. (Alix will follow up.)
		9. Thank you letters: We do not have official WA-BC AFS letterhead so Erin will create one and distribute to ExCom. Send letters to:
			+ - Plenary speakers (Alix)
				- Silent auction (Sam)
				- Sponsors (Alix)
				- Trade show participants (Erin)
	* BC Wildlife Federation (BCWF) and the 2018 WA-BC AFS meeting: Rick Simpson
	WA-BC AFS meeting is in Kelowna in 2018. BCWF would like to be involved. They/He attended our recent Chapter AGM as a presenter and tradeshow participant. BCWF is having their AGM in May 2017. Could WA-BC AFS meet jointly with BCWF in 2018? Rick suggested a series of 2-3 meetings with Brittany, Alix, Tamara and Gabe to determine how BCWF can be formally involved so he can take the info to the BCWF board. Proposed conference call date of May 18th in the evening. Send alternate days/times for conference calls to get more info about intent. Need to determine whether they are a science based organization? How many members? Martina has heard about the BCWF meetings and has heard they are fairly well attended. Alix will follow up with Rick to schedule a call.
	* AFS Leadership Webinar - May 10th - Proposed agenda was send by Jasmine Sewell at AFS. Tamara, and Brittany, Alix did not get e-mail from parent chapter on Leadership. Erin will contact parent society (Jasmine) to have them update their e-mail distribution list.
	* Chapter Elections: We need to find candidates for ExCom. Alix will send position descriptions to Brittany for inclusion into the May newsletter. (Parent society is working on Unit Survival Guides)
		1. May newsletter should go out around May 15th.
		2. June/July newsletter will announce candidates (Due June 15th).
		3. Elections will begin mid-July and close 1st week of August.
		4. Wrap it up before the national meeting in Tampa.

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

**Next Chapter ExCom meeting:** May 25th, 9:00 AM