
Final ExComm Retreat Minutes



WA-BC Chapter American Fisheries Society

The Executive Committee of the WA-BC Chapter of the American Fisheries Society met at the University of Washington on Saturday, November 2, 2013 from 9:30 a.m. to 4:00 p.m. for the annual ExComm Retreat.

ExComm representatives present:

- Brian Missildine (President)
- Mark LaRiviere (Vice President)
- John Morgan (Past President)
- Sean Naman (Student Representative)
- Martina Beck (Treasurer)
- Emily Pizzichemi (Secretary)
- Orlay Johnson (Communications Officer)

Additional attendees present:

- Margaret "Megsie" Siple (UW Student Subunit President)
- Jessica Rohde (Website Designer)

ExComm representatives absent:

- Matt Klungle (President-Elect)
- Stephanie Caballero (Communications Officer)

Summary of Action Items

1. Members of the ExComm will examine the live website and email Brian Missildine with requests/recommendations to be sent to Jessica Rohde.
2. ExComm members will establish a website administrator in charge of updating and maintaining the website content.
3. Orlay Johnson and Mark LaRiviere will meet with Jessica Rohde to learn how to update the new website on the morning of November 12th or 14th. (Orlay, Mark, and Megsie Siple met with Jessica on November 12th and are now editors and content creators for the website.)

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4. Martina Beck will explore options for accessing the money currently held in the CD.
 5. ExComm members will brainstorm potential AGM 2014 themes and email Matt Klungle with ideas by Friday, November 8th, 2013. (Discussed and voted for via email on November 14, 2013: “The media of fisheries – from watersheds and seas to the world wide web”.)

Summary of Decisions/Votes/Motions/Agreements

1. WA-BC AFS ExComm members present agreed that the Jeff Cederholm Endowment Fund of \$40,000.00 will be invested with the AFS Western Division.
2. WA-BC AFS ExComm members present approved the proposed budget for 2014.

Summary of Discussions

1. **Welcome, Agenda Review, Introductions, and New officer Orientation:** The following revisions to the agenda were requested:
 - Brian Missildine, John Morgan, Martina Beck, and Emily Pizzichemi will go to the Bank of America branch when the group adjourns for lunch to coordinate the removal/addition of new and old officers to the Chapter bank account.
2. **Website Development Discussion:** Jessica Rohde gives the ExComm members present a tour of the live website and asked for input, especially on content, including pictures, the history/archive page, student subunit links/information, and meetings page. Brian asks ExComm members to review the website and send him any requests/suggestions to be sent to Jessica Rohde for inclusion in the website (Action Item 1). Mark LaRiviere suggests that a budget page be added. John Morgan suggests that a page be added for merchandise sales. Brian Missildine suggests getting in touch with Lisa Harlan, the chapter archivist, or Mark Pedersen, a former chapter president, for more chapter history information.

ExComm decides that there should be an appointed website administrator and that these new duties should be added to the chapter by-laws (Action Item 2). In the meantime, Orlay Johnson and Mark LaRiviere will meet with Jessica Rohde to learn how to update the website (Action Item 3).

3. **Endowment Discussion:** Brian Missildine gives a brief history of the Jeff Cederholm endowment fund. He explained that the money came from the 2011 Seattle AGM hosted by the WA-BC Chapter. There was about \$75,000 gained from the meeting and after member polls and ExComm discussion, it was decided to establish an endowment of \$40,000 in the name of Jeff Cederholm. Mark Celedonia wrote the Terms of Reference for the fund and it is to be used to fund a PhD, masters, or undergraduate

pursuit. Depending on the interest accrued, the target scholarship amount is \$3,000 per student per year. The students will reapply each year, and the ExComm will choose the recipient.

There were two options for investing the money – either the chapter invests on its own or the chapter invests the money through the group used by the Western Division. The largest concern is that Western Division does not follow where the money is being invested and whether or not it is an ethical practice. ExComm members agree that it is easiest and most financially prudent to let Western Division handle the investment, while a WABC ExComm member will sit on the financial committee. Brian Missildine poses that the Jeff Cederholm fund be invested with the Western Division financial group; Mark LaRiviere seconds the motion. With quorum, ExComm members present unanimously agree to invest the endowment with the Western Division.

4. **Sponsorship/Funding Request Timing Discussion:** Brian Missildine explains that in the past, requests for funding and/or sponsorship have been on a rolling basis and it might be good to establish a more official process with a specific timeframe for proposals. He proposes that the best timeframe might be right after the AGM each year and that the ExComm should plan for an announcement to be distributed to the Chapter establishing this new practice.
5. **2014 Workplan and Budget:** Brian Missildine explains the 2013 AGM accommodations issue – the government sequestration created an unexpected drop in attendance, so the reserved rooms at Campbell's were unoccupied and the resort fined the Chapter. This resulted in a lower amount of funds than was expected. He then runs through the 2014 budget line by line and asks for any comments/questions. After reviewing past year's budgets, ExComm agrees to decrease the student scholarship amount from \$10,000 to \$7,500. Brian will contact Mark Celedonia about what he would like to do with the \$1,000 associated with his lifetime membership award.

Brian says that no travel is required to the 2014 AGM location because Matt Klungle already knows the layout of the facilities and can work out the details over the phone. Brian asks for an ExComm volunteer to accompany him to the 2014 AGM in Mazatlan, Mexico. John Morgan asks how many students the WA-BC chapter can send to Mazatlan; there is up to \$15,000 available to travel.

Brian then explained to the ExComm that without accessing the ~\$20,000 in the CD, funds will be in the red at the end of 2014. Martina Beck will explore options for accessing the CD money (Action Item 4).

6. **2014 AGM Discussion:** The Chapter's 2014 AGM is March 24-27, 2014 at the Hilton in Vancouver, WA. Brian runs through an overview of other venues and prices. Overall

the Vancouver Hilton is the most cost-effective venue. The Chapter is only providing snacks and a few meals this year to cut down on costs and because Vancouver has more outside options than Chelan did. In a discussion of registration categories, it was decided to keep the few non-member attendees instead of removing that option as an incentive to become a member. Brian will check with Lisa Harlan and her husband about local entertainment options for the meeting. The chapter should send out the announcement for the 2014 Vancouver AGM as soon as possible because 2014 is a busy year for conferences and meetings. The announcement may include an Outlook link for attendees' calendars as well. Symposia ideas include: fish passage, bird predation on salmon, e-DNA-SNPs, lamprey, estuaries, sturgeon, salmon, HSRG, climate change, sea star collapse, forage fish, marine mammals, invasive species, GMO fish. Bryan Bougher will be recruited to duplicate last year's AGM website with a link to the updated 123signup registration page. ExComm will brainstorm themes for the 2014 AGM and email ideas to Matt Klungle by November 8th, 2013 (Action Item 5). Ideas for the AGM theme discussed during the retreat involved "bridging gaps" between Canada and the USA and between different branches of science.

Some ideas to improve future AGMs include recruiting more in the BC area, offering more continuing education courses, creating more advanced advertising, setting the date early, creating more symposia, and staying within the I-5 corridor.

7. Miscellaneous Topics

- ExComm agrees to have only one conference call per month, with the regular more frequent meetings around the time of the AGM.
- The storage unit needs to be inventoried and organized. Accessibility is currently an issue and the items should be moved within the storage unit so they are more easily accessible.
- The ExComm will consider hiring an accountant or a bookkeeper for tax time consulting.
- UW student subunit ExComm will forward all mail received at the University's PO Box to Martina Beck. Checks for the AGM will still be forwarded to Emily because Martina cannot make deposits in Canada.
- The 2015 AGM will be organized by Mark LaRiviere and he is currently thinking it will be in lower mainland Canada. He will find a Canadian collaborator to help with the cross-borders planning. Mark's goals include greater outreach to Canada and the tribal community (maybe have symposia on First Nations fisheries).
- John Morgan thinks the chapter should start a Past-President's committee to preserve organizational history, keep people more involved, and create more networking opportunities.

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- Orlay proposes establishing regular field trips for AFS members to different areas for recreational and education purposes.

Next Meetings

1. Upcoming meetings: Conference call on December 9th, 2013 from 10:00 a.m. to 11:00 a.m.