FINAL

WA-BC Executive Committee

Conference Call Minutes

**Date:** Oct 25, 2016

**Time**: 9:00 AM

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

**Passcode:** 260646

**Host passcode**: 2606468

**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)

Orlay Johnson (Student Subunit Rep)

**Regrets**:

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 resolved/discussed in future monthly calls are written in red.

1. **Quorum Determined**
2. **Officer Reports**

President’s report (Alix Blake):

1. Conference calls will be less expense going forward (because we will be using the AFS HQ conference call line). According to Shawn Johnston at AFS, if you use less than $20.00 a month there would be no charge, that would be the case unless your calls go over an hour and have several Canadian numbers.
2. Committees:
	* Rules and Procedures Manual (1991) Update Committee should be formed
	* Some committees should be abolished. Alix will talk to the WD ExCom on Nov 5th about how to abolish the committees.

Vice President’s report (Tamara Knudson):

1. AGM Planning - See below

President’s Elects’ report (Gabe Temple):

1. 2018 meeting ideas: meeting should be held in BC. Tamara: We need to decide on 2018 city and venue by end of March so it can be announced at our 2017 AGM.
2. 2020 WD meeting likely in BC as well, but in a different city than 2018 meeting. Mark: We have an exploratory committee for the 2020 meeting. WD will have to approve the location. It’s our obligation to propose a location to WD.

Past-President’s report (Mark LaRiviere):

1. Trying to get award recipient info from Matt Klungle (past Pres)
2. 2020 WD AGM exploratory committee has not met
3. Scholarship committee needs to be pulled together

Treasurer’s report (Martina Beck):

1. Account balances: Checking: $5,018.33, Savings: $35,650.08
2. Subunit funds: split the pool of money amongst the 3 student subunits (BC, UW, EWU)? Martina will follow up with Orlay.

Secretary’s report (Erin Rechisky):

1. July and August minutes: Motion to approve by Tamara, second by Alix? No objections. July and August minutes approved.
2. September 2016 retreat minutes will be approved on next call in November after some minor changes are made.
3. AFS Canadian Aquatic Resource Section (CARS) Larkin Award (for Excellence in Fisheries at a Canadian Institution) Winners were announced in October. Erin will forward e-mail to ExCom. Brittany will post on the WA-BC facebook page and in next newsletter.
	* More info on award winners:
		+ The 2016 winner and runner-up at the MSc. level are: Jill Brooks (Carleton University) and Petra Szekeres (Carleton University) – winner (tie)
		+ Brittany Sullivan (Carleton University) – runner-up
		+ The 2016 winners at the PhD. level are: Jacqueline M. Chapman (Carleton University), Nathan Furey (University of British Columbia), and Sarah Lehnert (University of Windsor)  – winner (3-way tie)

Communication Officer’s report (Brittany Jenewein):

1. Display board advertised as available, but no takers
2. Newsletter sent out. There will be a new format in 2017 when our new chapter website goes live.
3. Created Basecamp account for ExCom members to coordinate AGM and chapter business and to archive activities for future members.
4. Current website: Brittany now has administrative access. (!) (She has admin access to the new AFS-hosted website)
5. ExCom e-mails: need to pay for e-mails attached to the domain. Brittany will ask AFS if has anything in place. May create gmail accounts for all members if we don’t use the domain option.
6. Upcoming work: Updating excom pictures, changes to new website, newsletter design

Student Representative’s report (Orlay Johnson): not on call

1. **Student Sub-Unit reports:** no representatives on the call.
2. **New and Old Business**
3. Tamara will be on medical leave for 6 weeks in Dec-mid Jan.
4. Action items from September retreat
	1. Membership rebate from AFS? Mark: 3% rebate
	2. Bank of America account- Tamara and Alix need to be added, Matt removed. Tamara could mail checks to BoA. Mark suggested ExCom meet at the bank in May. Tamara suggests they do it sooner so Tamara and Alix have access. Alix will ask at a BoA branch near her about how to do the changeover. Mark: Alix will need a business signature card and account #.
	3. Question for Orlay about information on the AFS store. Orlay not on call.

**2017 AGM Planning**

1. Registration Fees:
	1. Banquet cost: $29-$49 per person, so if we increase the registration fee by $25 the banquet will be covered because not everyone attends the banquet.
	2. Continuing Ed: $30 per person? TBD. No courses confirmed. Need to be able to be added as a separate transaction from registration (same for spawning run). It is possible with 123signup.
2. Payment options:
	1. Is PayPal an option? Flat percent fee, and credit card processing fee.
	2. Martina talked to Brian about setting up registration via our website. Consider that we typically receive checks from sponsors and trade show, so little loss due CC fees. How much time will it take Brian to set up? Cost for Brian’s time? Cost of using 123signup? 123signup produces monthly reports. Martina wants to double check the fees. Codes on reports are not intuitive (estimates fees were >$4k for last year). Action item: How much will it cost us to have Brian do the registration via the website vs using 123signup? Martina: What is the timeline? ExCom: end of Nov.
	3. 123signup has credit card processing machine that can be used during the silent auction. Could add processing fee to purchase.
3. Sponsorship and Trade Show update:
	1. Erin: If meeting registration will not be set up until late Nov, how do trade show participants pay registration fees? Martina: Checks before Dec, payment by credit card will be available when registration opens. Send checks to PO Box in Spokane.
	2. Trade show fees are finalized:
		1. Sponsorship $2000, $1000, $500, $250
		2. Tradeshow $600 vendor, $300 exhibitor
	3. Due dates for sponsorship and tradeshow registration (and logo)? Brittany: Before the program is printed, so March 1st is fine.
	4. Sponsorship and Trade Show Invitation letter (Erin & Alix)
	5. Suggested additions to the letter:
		1. Include a box on the registration form: Will you be attending the banquet?
		2. Add request for silent auction items.
		3. Check boxes to indicate: I would like to: Sponsor, Attend tradeshow, Cannot attend tradeshow but would like to donate to silent action.
		4. Indicate that space is limited!
	6. Erin and Alix will finalize letter and post to Basecamp for ExCom to review. Letters sent by Nov 1st by Erin and Alix. Erin and Alix will work out who contacts whom on our list of sponsors and vendors. We will contact those that have already reached out to us first.
4. Spawning run:
	1. Spawning run t-shirts? Or other item?
	2. Maybe not at 7AM. Break between talks and evening reception?
5. Silent auction:
	1. Student subunits typically organize this. We need to get them to participate in the AGM planning calls.

**Adjourn:** Call adjourned at 10:40 AM.

**AGM Steering Committee meeting: Nov 10th**

**Next ExCom meeting:** Nov 17th