FINAL

WA-BC Executive Committee

Conference Call Minutes

**Date:** Nov 17, 2016

**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)

Gabe Temple (Pres-Elect)

Mark LaRiviere (Past Pres)

Brittany Jenewein (Communications Officer)

Erin Rechisky (Secretary)

Orlay Johnson (Student Subunit Rep)

**Regrets**:

Tamara Knudson (VP)-out with Pacific Netting

Martina Beck (Treasurer)

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. **Quorum Determined**
2. **Meeting Minutes:** Erin: motion to approve September retreat minutes. Alix: second. No opposition. Sept minutes approved. Oct minutes will be approved pending comments from Tamara (in Dec).
3. **Officer Reports**

President’s report (Alix Blake):

1. Attended WD retreat in Portland.
* WD budget will also be in the red, but they have profits from the National meeting in Portland (2015).
* WD uses Google Forms instead of Survey Monkey to save money. Brittany: we just paid for an additional year of Survey Monkey. Brittany will look in to Google Forms and whether we can get a refund from Survey Monkey.
* WD will organize a workshop on helping people becoming certified to be become an AFS Certified Fisheries Professional (http://fisheries.org/membership/afs-certification/).
	+ There is money available from the WD to certify 1 person from each chapter each year. WD needs help to spread the word about free certification.
* WD has an International Travel award to WD meeting (non-US residents).
* Discussion on WA-BC hosting 2020. Some WD excited about that, some not, because the WD has scheduled meetings out to 2055 and we were schedule to host in 2028. Alix talked to AZ-NV President (Cassie) because they were scheduled to host 2020. She will consult the AZ-NV ExCom regarding a swap.
* What to do with inactive committees: WD confirmed that WA-BC President can remove them. Brittany will post an announcement to membership from Alix calling for committee members. If no interest, then inactive committees will be abolished.
1. AGM Planning:
* Plenary speaker for 2017: Eric Knudsen confirmed.
* Alix contact 22 organizations requesting sponsorship. Whoosh received Erin’s email and will be at the conference; they may set up a demo in the park. The Kalispel Tribe will sponsor and likely donate a night at the casino to the silent auction. The Halibut Commission also says they will sponsor but not sure what level yet. PNNL can't sponsor but will participate in a workshop or symposium.

Vice President’s report (Tamara Knudson): Working on AGM but not on call.

President’s Elects’ report (Gabe Temple):

1. Working on AMG planning. Will update on AGM planning call.

Past-President’s report (Mark LaRiviere):

1. 2020 WD AGM sub-committee call next week.
* WA-BC ExCom has endorsed the WD meeting to be in Canada in 2020.
* New phone number can be used for sub-committee calls. But need to check schedule on line (National and Chapters have access to phone line). Alix will send info to Mark.
* National office will help select potential venues. Resort type places like Whistler are a possibility.
1. Need to get award recipient info from Matt Klungle (past Pres); he has not replied to Mark’s e-mails.
2. Scholarship committee needs to be pulled together

Treasurer’s report (Martina Beck):

1. Account balances: Checking: $, Savings: $

Secretary’s report (Erin Rechisky):

1. AGM trade show progress: Erin has contacted 46 potential vendors thus far. No registrations yet, but several people have indicated to Erin or Alix that they will be attending.
2. AGM symposium: Isobel Pearsall from the Pacific Salmon Foundation and Salish Sea Marine Survival Project is interested in organizing or co-chairing a symposium on the SSMSP.

Communication Officer’s report (Brittany Jenewein):

1. Working on AGM planning.
2. Received an e-mail from Survey Monkey regarding overdue payment because they had an old credit card on file. Martina mailed a check to Survey Monkey Monday.
3. Website and Facebook updates as needed.
4. No updates to the pending National AFS hosted WA-BC Chapter website.

Student Representative’s report (Orlay Johnson):

1. Orlay sent info to student regarding Silent Auction obligations.
2. UW meeting sub-unit meeting with Andre Punt, director of TAFS. TAFS may coordinate with Marine Biology club.

1. **Student Sub-Unit reports:** no representatives on the call.
2. **New and Old Business**
3. Options for setting up new e-mail account. Brittany contacted Beth Beard from National AFS. (from Brittany’s e-mail to ExCom Nov 15 2016)

**Setting up new email accounts for positions**

Purpose: To collect and store information relevant to each position’s duties so future incumbents have easier access to historical information.

Current system:

* General chapter account that receives emails very infrequently (afs.wabc@gmail.com)
* Each person manages WABC duties through a personal/work email address
* Relevant information from past emails are forwarded to new incumbents as needed

Problems with system:

* Have to repeatedly ask for information from people who previously held position
* Relevant information is easily misplaced or deleted
* Not easy to find archived information

Proposed solution:

* Generate new email accounts that are specific to each WA-BC position, from which each person could communicate WA-BC business, manage their information, and easily pass it all on to the next incumbent

Options explored:

1. **Setting up email accounts through new fisheries.org domain**
	* Contacted Beth Beard. She said it’s possible to set up email forwarding, where people would send an email to e.g. wabc-president@fisheries.org and it would forward to alix.blake@spokanetribe.com.
		+ Pros: Free; Central email that is easy for members to remember (plus fewer web updates)
		+ Cons: we wouldn’t have access to an actual inbox, so it would not be easy to store emails and would not solve our initial problem
2. **Setting up email accounts through gmail**
	* e.g. wabc-president@gmail.com
	* Pros: Free; each account has 15GB storage capacity; easy to pass on to next incumbent
	* Cons: “gmail” accounts not very official; Chapter information still somewhat spread out across accounts
3. **Maintain personal accounts and/or set up email forwarding through fisheries.org, then forward relevant emails to central repository in afs.wabc@gmail.com**
	* Pros: Free; could potentially have central email for each position that would be easy for members to remember (plus fewer web updates); easy access to all information by Chapter members (can also use cloud storage for documents – minutes, resolutions, newsletters, etc)
	* Cons: Need to update email forwarding addresses each election (probably by contacting AFS communications person); depending on what needs to be stored, only have 15GB capacity in gmail account (but option to purchase more space, or could look into storing in another “cloud” location); each person must remember to regularly forward relevant emails (may need to establish a protocol for “relevant”) at the end of a conversation.
	* How it would work:

Each position would have a folder in the afs.wabc@gmail.com account, but still run WA-BC business from their personal/work account. After a conversation is complete, they would forward the email to the chapter gmail account with their position label (e.g. afs.wabc+president@gmail.com) and it would then be archived into that folder. We could still establish fisheries.org email addresses that forward to personal emails if desired (as in option 1).

ExCom Discussion on options:

* + - Keep title with Position or with Name?
		- President is a 4 year term with different titles each year.
		- We will hold off on a decision/discuss more in Dec when Tamara (and Martina) can be part of the conversation.
1. Orlay: Are there any written Silent Action instructions? Students are asked to solicit for items to donate. The money goes to the student sub-units. Alix will send silent auction form to Orlay. The students do not have to attend the meeting. Orlay will write up information how the silent auction is run, who donates, etc.

**Adjourn:** Call adjourned at 9:56 AM.

**Next AGM Steering Committee meeting:** Dec 2th

**Next Chapter ExCom meeting:** Dec 22nd