FINAL

WA-BC Executive Committee

Conference Call Minutes

**Date:** February 25, 2016

**Time**: 9:00 am

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

**Passcode:** 260646

**Participants**:

Mark LaRiviere (Pres)

Alix Blake (Pres-Elect)

Tamara Knudson (VP)

Brittany Jenewein (Communications Officer)

Katrina Cook (BC Student Subunit Pres)

**Regrets**:

Erin Rechisky (Secretary; Feb minutes recorded by Tamara)

Martina Beck (Treasurer)

Orlay Johnson (Student Subunit Rep)

Matt Klungle (Past-Pres)

Joelle Blais (UW Student Subunit Pres)

**2016 AGM update**

* Alix Blake - Program, Accommodations, Symposia, Budget
	+ Met with Mary (contracting/lodging) and Barb (catering) at Campbell’s Resort
	+ Went through contract scheduling and matched up with the symposia/times
	+ We have until 5 days prior to meeting to make changes
	+ Mark concerned about not meeting food requirements- would like to discuss options
	+ Room block is full and Alix extended it to accommodate Fish Passage symposium presenters
	+ ACTION ITEM: Alix to send out hard copy of contract to Excomm group for review
	+ Abstracts are continuing to come in.
* Mark LaRiviere – Plenary, Business meeting, Fundraising –
	+ Need 100-120 registrations to meet monetary obligations
	+ Entertainment: Todd Keniston? (DJ) recommended by Campbell’s Resort
		- Set up around 3-4 PM $500 (music lighting, etc.)
	+ 123 signups starting to come in (registration)
	+ Fundraising $8250
	+ Plenary all set – order? John last? – Mark will finish up scheduling for
	+ Business meeting
	+ WDFW has 4 comp registrations available to them – Mark and Martina will take care of it. Discount cannot be applied – need to join AFS.
	+ Confirm number of comp rooms -
* Tamara Knudson-Symposia
	+ Finalizing symposia schedule – sent schedule at a glance to Alix and Brittany for posting.
	+ Nail down dates for 2017 Meeting (April 10-13, 2017)
		- Will vote on Meeting dates, and location on the March 24th ExComm call.
* Brittany Jenewein – Publicity, Spawning Run
	+ ACTION ITEM: Final schedule to Brittany by 1st weekend in March
	+ Spawning Run information to Mark for Posting.
	+ Steering committee file – Alix to send
	+ Printed program – how many copies?
	+ ACTION ITEM: Tamara to add room numbers to final symposia schedule
	+ ACTION ITEM: Brittany to send out list
		- Mark- president’s welcome letter, plenary speaker info (names, titles, bios, pictures)
			* Continuing education – possible 2nd session – Thursday 1-3 timeframe – can register at the meeting too.
			* WA-BC hats/shirts to sell – Mark will bring with him – Chapter logo wear
		- Erin – list of donors/exhibitors with logos (Mark will provide sponsors)
		- Tamara – final symposia schedule – including moderators
		- Orlay? – Student volunteers? Who is managing student volunteers
			* Student talk and poster awards
		- Matt – Award recipients?
		- Socials – generic – copy and paste from last year
		- Maybe add in general marketing information from Campbell’s
* Martina Beck – Registration
	+ 54 registrations so far.
	+ Martina – how much can the chapter cover for ExComm?
* Katrina Cook – Student volunteers, Auction – (lost call)
	+ Silent Auction items?
* Matt Klungle - Awards, Student session – not on call
* Erin Rechisky – Tradeshow – not on call, sent e-mail update:
	+ “Last week, I followed up with everyone I didn’t hear back from. I received a few more no’s. I was hoping to get Vemco again, but they’ve got a busy schedule this year.” Confirmed for trade show:
		- BioSonics Telemetry/Lotek (Matthew Knoff)
		- Cyrogenetics (Maureen Ritter)
		- AIFRB (Brittany)
	+ Possible trade show:
		- Creative Pewter Designs (Les Douglas)
		- WDFW?
	+ Donated Silent Auction items:
		- Floy Tag
		- Biomark
	+ Potential Sponsor:
		- Ecofish
* Orlay – Student travel awards – not on call –
	+ need student volunteers (1 at registration desk, Spawning run)
	+ need 4-6 total
* **Summary of Action Items**
	+ Alix to send out hard copy of contract to Excomm group for review
	+ Final schedule to Brittany by 1st weekend in March
	+ Tamara to add room numbers to final symposia schedule
	+ Brittany to send out list for AGM program

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

**Next meeting:**

AGM steering committee call: **Thursday, March 10th, 9:00 AM**

ExComm call: **March 24th 2016, 9:00 AM** (4th Thursday of the month)