FINAL WA-BC Executive Committee Retreat Minutes

**Date:** Sept 24, 2016

**Time**: 10:00 AM - 6:00 PM

**Location:** Bellingham Technical College

1600 C St. Bellingham, WA 98225

Room 211 (Hatchery Room)

**Participants**:

Alix Blake (President; Spokane Tribe)

Tamara Knudson (President Elect; Spokane Tribe)

Brittany Jenewein (Communications Officer; Pacific Salmon Commission)

Gabe Temple (Vice President; WDFW)

Orlay Johnson (Student Subunit Rep; retired NOAA)

Erin Rechisky (Secretary; Kintama Research)

Mark LaRiviere (Past President; retired Tacoma Power, consultant at DJWA)

Bill Nunn (undergrad; Bellingham Technical College)

**Regrets**:

Martina Beck (Treasurer; UVic)

Student sub-unit Presidents:

* + Amaryllis Adey (U of Washington)
	+ Katrina Cook (University of British Columbia)
	+ Bryan Witte (Eastern Washington U)

# Minutes:

Note: Action items are highlighted in yellow.

Items that still need to be resolve/discussed in future monthly calls are written in red.

* Introductions (Welcome to newly elected VP Gabe Temple, and Bill Nunn who is student trying to start chapter at BTC and works part time at BTC hatchery; all other ExCom members met at last year’s retreat)
* Review Agenda (see Appendix 1)
* Monthly conference calls- 4th Thursday of the month at 9:00 AM.
	+ **Call in information:** International toll-free: 1-866-305-2467
	+ **Passcode:** 260646
	+ **Host passcode**: 2606468
	+ Alix: Could use AFS account for conference calls. Alix will talk to Cleave from WD. Calls under 1 hr ($20) are free of charge (there is a small fee for exceeding 1 hr and for having several Canadian numbers).
* Committees
	+ Standing committees. Some committees listed on website are obsolete. Alix will update the committee list, send to Brittany to post. Committees need to be described. It is unclear when and where these committees were formed.
		- **WABC AGM Program**- (active; VP is typically the lead)
		- **ExCom Nominations** (Past pres, no official committee)
		- **Archive** (not active)
			* Mark has chapter display materials, etc. We have two display boards. The older one is heavy and we don’t need it. ExCom agreed to post in the newsletter that the extra display board is available. Mark will set it up and take a photo for the newsletter.
			* What to do with past Chapter documents. Hard dive backup, cloud storage? What do other chapters do?
				+ We could hire an archiving service to archive hard copies and provide a long term storage solution.
		- **Membership** (no formal committee)
		- **Resolutions** (not active; no resolution have been proposed by membership)
		- **Awards** (past president)
			* Haig Brown Award- where is the statue?
			* Worthy Coelacanth
			* Tommy Bradshaw Jr. Conservation Award
			* Conservation Organization of the Year
			* Etc.; see website
			* Not all awards listed on the website were awarded. Mark will follow up with Matt on history of awards, and find the Chapter Procedures Manual (Circa 1991!)
	+ Past-Presidents Committee (not yet established)-
		- Need a past president to champion effort to try to form committee; Mark not able to do this. Perhaps John Morgan?
		- Need to establish goal and direction of committee.
		- Would be helpful- ExCom Pres can consult past presidents; committee can provide a historical linkage.
	+ Scholarship Committee Report
		- C. Jeff Cederholm Scholarship Endowment Fund (SEF; 3 equal value awards annually: 1 undergrad, 1 MS student, 1 PhD student)
		- C.J.C. was an active AFS member and professor
		- WABC ExCom established fund after his death and after $40k earned from previous National AFS AGM in Seattle in 2011
		- SEF was established in 2013 (Mark provided a handout with the resolution; see )
		- WD established an investment account. All WD chapters invited to contribute so a larger sum of money was invested. WD manages the fund.
		- $21Kput into fund. Interest rates high but Mark is not sure it is squaring with total fund (~$23k). Mark or Alix will inquire with WD about returns (other $19k was put into savings).
		- Since the fund was established, nothing has been awarded (endowment resolution draft states that the value of the award will not exceed the average return on investment for the previous 5 years).
		- Mark proposes to establish a committee for awarding scholarship funds to students. Would have to update bylaws. How would the money be awarded and what criteria are necessary?
		- Confusion over whether we need to establish a committee. Decided that Pres will appoint a committee. Mark suggests Larry Dominguez (WDFW; past president of WABC), ***but see Appendix 2 D.1.- a committee was established by default in the Resolution***.
		- Orlay suggests we hire an accountant or accounting firm to manage the fund.
		- TBD: When would it be awarded? When can we withdraw the money?
* Chapter “Clean house”
	+ WABC AFS Archives and inventory (Tamara and Mark have all chapter materials)
		- Inventory: T-shirts (generic, no year printed on them; sold at meeting), cash box, raffle tickets, laser pointers.
		- On-line store? Check with AFS about chapter stores. Bill: complications may arise with taxes, expenses, etc. Is it worth it? Orlay will inquire with AFS. Who manages the AFS store?
			* Bill suggests Zazzle.com type method- they take a logo and can put it on merchandise, ship it, for a fee.
		- Archives: Brittany: G-mail account has 15 GB of cloud storage and could buy more. That way the chapter e-mail and docs are in one place.
	+ Master username-password for chapter accounts
		- Erin will get info from Brittany and Martina
		- Everyone send accounts, user name and passwords to Erin.
		- Master account will be maintained by Secretary
	+ Chapter e-mail
		- Bill: e-mail service for chapter. Should we create generic e-mail accounts? E.g, wabcafspresident@gmail.com. Would be helpful to have e-mail trails from previous ExCom members. Brittany will look into e-mails for ExCom.
	+ Bank Accounts- Do Mark, Matt and Martina all need to go to Bank of America to add Tamara to (and remove Matt from) account.
		- Erin will ask Martina to ask Bank of America the procedure for changing Authorized Representatives.
		- Do we want to consider exclusive on-line banking, e.g., Tangerine? International issues?
* Western Division AFS news
	+ WD Retreat Nov 5th 2016 in Vancouver, WA at Smith Root Office. Alix/Pres will attend.
	+ 2020 WD meeting
		- WD would like the WABC Chapter to host the 2020 meeting.
		- Mark established an informal exploratory committee (Brittany and Eric Knudsen). Suggests the meeting be in BC.
		- ExCom has agreed to host the 2020 meeting! (And Gabe agrees.)
			* Tamara: ExCom could pick top 5 destinations which meet criteria such as airport, accommodations for 500 p. We will do this at a later date.
			* Sean ? from national/parent Society can advise.
	+ WD executive committee meetings
		- Chapter Pres is on WD monthly calls (2nd week of the month)
* WA-BC chapter funding requests
	+ Bull Trout radio tracking school programming USFWS Lacey, WA. New fisheries class. Asking for $ from the Chapter to purchase a new radio receiver. Not funded.
	+ Mark: Budget term is end of Sept. No award $ in fund budget. We are operating on a deficit. We used to fund every request, but money is now spent on students.
		- Orlay: Can we set up a committee to solicit for money specifically earmarked for research and funding requests?
* **Break/Lunch**
* FY2016 Work Plan and proposed budget (see budget-Appendix 3)
	+ **Income**- comes from annual meeting, dues rebate, interest, special projects and logo items.
		- Lacking in WABC $5 contributions upon membership renewal. Brittany will mention in the next newsletter that folks should contribute and that the money goes toward student travel, etc.
		- Mark will determine the membership rebate % from AFS
		- Total 2016 income $9860
	+ **ExCom expenses**- include annual retreat (facility, travel), ExCom Annual meeting travel and site meeting for VP (organizer), other ExCom travel (WD retreat and AGM, etc).
		- Total expenses $3250
	+ **Awards**-
	+ Student paper, poster at Chapter AGM
		- Total student awards only $100. Poster and presentation award given to the same person in 2016 (Brooke Bannerman from Western Washington University, Bellingham), so she gave the $100 back to the Chapter.
		- We should include a certificate with $.
		- Need more coordination for student awards. Orlay will help coordinate 2017 awards but will not be a judge because this would be a conflict of interest.
	+ Chapter awards-
		- Worthy Coelacanth (Awarded to Orlay in 2016! Congrats!)
		- Conservation Organization of the Year
		- Any others in 2016?
	+ Past president award- Award not given to Matt yet (lifetime AFS membership $1000). Mark will donate his award back to the Chapter.
	+ Student Travel Awards- 3 subunit awards in 2015/16, travel to meetings, $2134
	+ Do we award plaques? Certificates?
	+ **Grants**- $500 to CCFFR Canadian Conference for Fisheries Research
	+ **Miscellaneous expenses**- (bank charges, web site, survey monkey, conference calls, insurance, PO Box) $1422
	+ $10578 projected 2016 deficit; $258 actual 2016 deficit
	+ $3800 2016/2017 projected budget deficit
		- Motion to approve budget. 2016/2017 Budget approved.
	+ Current checking $7505
	+ Current savings $35649 (Discussion about what to do with this money, transfer some to the endowment fund? No decision made; will discuss at next call with Martina present.)
	+ Scholarship Endowment Fund ~$23000
* Social media
	+ Website (currently http://wabc-afs.org/)
		- Monthly call minutes, retreat minutes. How many years to post to website?
		- Send new ExCom photo to Brittany
		- New website feedback (http://wa-bc.fisheries.org/)
		- May move the left bar over to right on new website
		- Tamara wants AGM to be more prominent
		- Need new article on “Why I became a member of AFS”
	+ Newsletter
		- Brittany proposed that ExCom members alternate contributing to newsletter (~500 words)
			* Brittany will send out a sign-up sheet
		- Brittany wants to reformat the newsletter to look more professional. She will send out samples.
	+ Facebook
		- Everyone needs to like it! And share it.
		- And can share or tag from your own page.
	+ Twitter
		- Brittany wants to increase followers.
		- Is there anything we can’t share publically? ExCom: No so much, just don’t advocate for/against any cause.
	+ List-serve & Chapter membership
		- 1300 people on list-serve.
		- Brittany used to have to manually maintain the list with updates (!), but now the membership is exported to a spreadsheet.
		- 437 listed as Chapter members (paid $5), 285 of those people should be on the list serve, but are not. The list-serve max is 1500, so adding 285 people will exceed the limit. Certainly some defunct addresses can be removed from the list serve. Brittany is trying to resolve this.
		- Need to talk to national AFS
		- Eva from AFS sends membership list every month to Sec and Pres. Erin will forward to Brittany each month.
* Student subunits news
	+ UW student officers- will change in the fall
		- Vice President: Kayla Ellis (SAFS undergrad)
		- Secretary: Zach Koehn (SAFS grad)
		- Treasurer: Alex Johanson (SAFS undergrad)
		- Communications: Grace Workman (SAFS undergrad)
		- Membership: Sam Ghods (SAFS undergrad)
	+ BC AFS Student Chapter -- <https://bcstudentafs.wordpress.com/about-us/>, New elections mid-Sept - mid October, so these will change as of mid October 2016
		- President: Katrina Cook (University of British Columbia)
		- President-Elect: Sam Wilson (Simon Fraser University)
		- Vice-President: Sean Godwin (Simon Fraser University)
		- Treasurer: Jenny Bigman (Simon Fraser University)
		- Secretary: Cameron Freshwater (University of Victoria)
		- Communications Officer: Eric Hertz (University of Victoria)
		- Communications Officer: Naomi Pleizier (University of British Columbia)
	+ Eastern Washington University- September 27th will be new elections
		- Bryan Witte - President
		- Shawna Warehime - Vice President
		- Tyler Janasz - Secretary/Treasurer
	+ Bellingham Technical College - Bill Nunn - billnunn101@gmail.com is working to establish a subunit at BTC, but not enough student members.
* 2017 AGM – planning session
	+ Theme? Change, action, fish passage (Dr. Scholz as plenary speaker), changing flow, ebb and flow/flood. Theme needs to be broad, but not too broad that it has no meeting. TBD.
	+ Registration- Cost can be determined by coordinator. Tamara has decided that the banquet will be included in fee. Need to consider whether ExCom members will have their registration fee waived?
	+ Need to schedule call for conference steering committee. ExCom agreed to have a call on Thursday Sept 29th at 9:00 am.
	+ The following items will be addressed in future conference calls:
		- Committee leads
		- Marketing the meeting
		- Meeting website
		- Social media
		- Plenary speakers
		- Sponsorship/fund raising, tradeshow- tiered payment proposed by Erin. TBD.
		- Symposia
		- Abstracts
		- Events
		- Spawning Run
		- Entertainment
		- Budget
* Old Business- none (out of time)
* New Business- none (out of time)
* No time to approve July and Aug minutes. We will do this on our next conference call.

**Adjourn:** 6:15 PM

**Next meeting:** Steering Committee meeting Sept 29th 9:00 am, ExCom meeting Oct 27th 9:00 am

# Appendix : Agenda sent prior to meeting by Alix Blake

Washington – British Columbia Chapter of AFS 2016 Executive Committee Retreat

10AM

Room 211 (Hatchery Room)

1600 C St, Bellingham, WA 98225

Bellingham Technical College, Sept 24th, 2016

AGENDA

* Introductions
* Review Agenda
* Monthly conference calls
* Committees
	+ Past Presidents Committee
	+ Scholarship Committee Report
* Chapter “Clean house”
	+ WABC AFS Archives and inventory
	+ Master username-password for chapter accounts
	+ Other?
* Western Division AFS news
	+ 2020 WD meeting
	+ WD executive committee meetings
* FY2016 Work Plan and proposed budget

Break

* WA-BC chapter funding requests
	+ Bull Trout radio tracking school programming USFWS Lacey
	+ Other
* Communications
	+ Website
	+ Social media
* Student subunits news
* 2017 AGM – planning session
	+ Committee leads
	+ Registration
	+ Marketing the meeting
	+ Meeting website
	+ Social media
	+ Plenary speakers
	+ Sponsorship/fund raising
	+ Symposia
	+ Abstracts
	+ Events
	+ Spawning Run
	+ Entertainment
	+ Budget
* Old Business
* New Business
* Adjourn

# Appendix : Resolution to Establish the C. Jeff Cederholm Scholarship Endowment Fund20161005125013789_0001.tif20161005125013789_0002.tif20161005125013789_0003.tif20161005125013789_0004.tif

# Appendix : Chapter Budget

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| --- | --- |
| **WA-BC Chapter of AFS FY2016 Budget Expenditures** |   |
| **October 1, 2016 to September 30, 2017** |   |   |   |  |   |
| **CATEGORY AND DESCRIPTION** | **FY 2015 Actual** | **Proposed 2016 Budget** | FY 2016 Actual | **Proposed 2017** |   |
|   |   |   |   |  |   |
| **INCOME** |   |   |   |  |   |
| ***Annual Meeting*** | 5861.1 | 1000 | 5698.42 | **3000** |   |
| ***Dues Rebate*** | $3,509.00 | 3000 | 4156.2 | **3000** | \*1291.20 rebate, 2865.00 chapter due |
| ***Interest Income*** | $0.00 | 0 | 0 | **0** |   |
| ***Special Projects*** | $0.00 | 0 | 0 | **500** |   |
| ***Logo Items*** | $271.84 | 200 |   | **200** |   |
| **TOTAL INCOME** | $9,641.94  | **$4,200.00** | **$9,854.62** | **$6,700.00** |   |
|   |   |   |   |  |   |
|   |   |   |   |  |   |
| **EXPENSES** |   | **EXPENSES** |   |  |   |
|   |   |   |   |  |   |
| ***Mid-Year ExCom Meeting*** |   |   |   |  |   |
| Facility Expenses | $0.00 |   | 0 | **500** |   |
| Travel Expenses | $789.77 |   |   | **1000** |   |
| **Subtotal** | **$789.77** | **$1,500.00** | **$0.00** | **$1,500.00** |   |
|   |   |   |   |  |   |
| ***WA-BC Annual Meeting*** |   |   |   |  |   |
| WA-BC AGM travel, Spokane | $877.00 | $2,000.00 |   | **2000** |   |
| WA-BC site visit for 2016 meeting  | $355.70 | $250.00 | 282.13 | **0** |   |
| **Subtotal** | $1,232.70 | **$2,250.00** | **$282.13** | **$2,000.00** |   |
|   |   |   |   |  |   |
| ***Other ExCom Travel*** |   |   |   |  |   |
| Travel Expenses to WD mid-year retreat (President) | $253.20 | $700.00 | 519.91 | **600** |   |
| Travel Expenses to WD Meeting (President) | $0.00 | $500.00 |   | **750** |   |
| Travel Expenses to Society Meeting (President) |   | $1,200.00 | 1981.02 | **2000** |   |
| **Subtotal** | **$253.20** | **$2,400.00** | **$2,500.93** | **$3,350.00** |   |
|   |   |   |   |  |   |
| ***Awards*** |   |   |   |  |   |
| Best Student Paper and Poster Awards | $300.00 | **$500.00** | 200 | **500** |   |
| Chapter Awards - X awards(Worthy Coelocanth, Gaff, …) | $536.87 | $550.00  |   | **500** |   |
| Past President (Lifetime Membership [$1000] and Howard Mermott [$300]) | $750.00 | $1,000.00  | 1000 | **1000** |   |
| **Subtotal** | **$1,586.87** | **$2,050.00** | **$1,200.00** | **$2,000.00** |   |
|   |   |   |   |  |   |
| ***Grants*** |   |   |   |  |   |
| Society Grant | $0.00 | $0.00 | $0.00 | $0.00 |   |
| WD Grant | $0.00 | $0.00 | $0.00 | $0.00 |   |
| Professional Travel Grant | $0.00 | $0.00 | $0.00 | $0.00 |   |
| Small Works Grants Program | $0.00 | $0.00 | $0.00 | $0.00 |   |
| **Subtotal** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |   |
|   |   |   |   |  |   |
| ***Student Support*** |   |   |   |  |   |
| Subunit activities | $1,600.00 | $2,000.00  |   | **2000** |   |
| SAFS Research Derby | $350.00 | $0.00  | 0 | **0** |   |
| Other student activities | $0.00 | $0.00  | 0 | **0** |   |
| Student Colloquium | $0.00 | $0.00  | 0 | **0** |   |
| Student Grant Travel to Chapter Meeting | $1,272.00 | $1,500.00  |   | **1500** |   |
| Student Grant Travel to WD Meeting | $0.00 | $0.00  | 0 | **0** |   |
| Student Grant Travel to Society Meeting |   | $2,000.00  | 0 | **0** |   |
| **Subtotal** | **$3,222.00** | **$5,500.00**  | **$0.00**  | **$3,500.00**  |   |
|   |   |   |   |  |   |
| ***Miscellaneous Expenses*** |   |   |   |  |   |
| Bank Charges | $0.00 | $0.00 | 0 | **0** |   |
| Tax Preparation | $0.00 | $0.00 | 0 | **0** |   |
| Web Site | $217.73 |   |   | **200** |   |
| Survey Monkey  | $288.00 | $228.00 |   | **250** |   |
| Conference Calls | $598.45 | $600.00 |   | **0** |   |
| Insurance | $150.00 | $150.00 | 150 | **150** |   |
| Other Supplies |   | $100.00 |   | **100** |   |
| Membership Assistance (Includes Professional Certification, book publications, etc) | $0.00 | $0.00 | 0 | **0** |   |
| **Subtotal** | **$1,254.18** | **$1,078.00**  | **$150.00**  | **$700.00**  |   |
|   |   |   |   |  |   |
|   |   |   |   |  |   |
| **TOTAL EXPENSES** | **$8,338.72** | **$14,778.00** | **$4,133.06** | **$13,050.00** |   |
|   |   |   |   |  |   |
|   |   |   |   |  |   |
| **NET GAIN OR LOSS** | $1,303.22 | $10,578.00 | $5,721.56 | $6,350.00 |   |
|   |   |   |   |  |   |
|   |   |   |   |  |   |
| **CASH ON HAND AT START OF FISCAL YEAR (09/30/2014)** | 09/30/2015 |   |   |  |   |
| Checking | $13,554.05 |   |   |  |   |
| Savings | $26,516.08 |   |   |  |   |
| CDs |   |   |   |  |   |
| Endowment Fund | $21,564.00  |   |   |  |   |
| **SUBTOTAL** | $61,634.13 |   |   |  |   |