



California-Nevada Chapter of the American Fisheries Society Executive Committee Meeting

California Department of Water Resources
3500 Industrial Blvd., Room 106, West Sacramento, CA
November 11, 2017 (6:00 pm – 7:30 pm)
Call In: 916-574-2557

Agenda

- 1. Call to Order and Introductions (Laurie E.) 9:30 – 9:45**
 - Need to reach out to state agencies to coordinate attendances at conferences - prepare letter
 - Contacts could include Chuck Bonham, Ted Sommer, Grant Davis, Cindy Messer
 - Over the next week, develop a list of state officials to be contacted
 - Steve, Kelly, Laurie will work on this
- 2. Verification of Quorum (Stephanie T.) 9:45**
 - Officers: Laurie Earley, Steve Brumbaugh, Joe Merz, Jim Hobbs, Stephanie Theis
 - Committee Chair/members: Brittany Davis, Sean Luis, Brian Mahardja, Gary Sprague, Kelly Souza, Ramona Swenson, Lisa Thompson, Nikki Hack
 - Guests via phone: Dan Cassidy, Shawn Johnson
- 3. Agenda review (Laurie E. and ExComm) 9:45 – 10:00**
- 4. 2019 Meeting Update (Dan Cassidy and Shawn Johnson) 10:00 – 11:15**
 - Deputy director of AFS - Dan Cassidy
 - Meeting Preparation Leader- Shawn Johnson
 - Joint meeting with wildlife society (TWS) - meeting last week Thursday
 - Roles and Responsibilities (Shawn)
 - National handles nearly all infrastructure items, including contractors, vendor negotiations/liasons, facility coordination, budget, plenary, scheduling software, etc.
 - There will be a local committee set up to cover posters, networking and special events, signs, website, fundraising, etc
 - National responsible for joint activities such as fundraising, communication, financial tracking, registration, program, etc
 - Roles and Responsibility Sheet for coordination, deadlines, etc
 - Meeting the second Thursday of each month to coordinate with TWS
 - Could use a 70-20-10 profit breakdown (WD gets 10%,
 - Contracts - hotels and convention center already in place (Reno CC, Peppermill, Atlantis)
 - Contract for other venues and functions are still to be determined
 - Contracts and vendors are in negotiation with TWS
 - Student volunteers should be incorporated/involved earlier rather than later
 - Anticipated this to be the largest meeting ~4-6K people, because of the dual meeting
 - Saturday - Thursday. Sat/Sun are CE events, Mon - Thurs are sessions

- TWS and their local society - set up a National Meeting team, so do not have a fresh crew each year - do not coordinate with the local societies until later, local less involved in planning
- Typical committee structure:
 - Co-chairs, program, posters, accommodations, fundraising, budget, publicity/Comm, AV, signage, Volunteers
 - Subcommittee co-chairs works well
 - Representatives from AFS WD helpful
- Working with TWS counterparts:
 - TWS manages meetings differently - uses national volunteers over multiple years, provides continuity
 - CA and NV chapters, and Western Division
 - Several levels of coordination - joint officer, planning committee
- Fundraising (Dan)
 - AFS has sponsorship packages and materials
 - Existing contacts database
 - Look at target audience: demographics of meeting attendees, organizations that serve these audiences
 - Benefits provided to sponsors, including exposure and collaborative programming
- Publicity and Communications (Dan)
 - Federal agency chiefs view join meeting positively
 - Need to build similar federal and state support regionally and locally
 - Web site development, marketing and communication planning with the following years' meeting site launching in August
 - AFS has general timelines, marketing pieces and channels for messaging
 - AFS/TWS staff outreach to DC agency heads
 - LAC outreach
 - Leverage the AFS Unit infrastructure
 - Work with WD and its chapters is key
- Joint Meeting (Dan)
 - Decision-making may take longer
 - TWS usually starts planning its meeting later than AFS
 - Need to settle on software, contractors, etc.
 - Joint fisheries and wildlife symposia, papers, plenaries
 - Fisheries only and wildlife only programming
- MOU has been signed between AFS and TWS, need MOU between AFS chapter/national
- National President active in planning, sets up the theme for the meeting. Jesse will be in this position for the Reno meeting. Active with plenary speakers and programming activity, work with international partners and VIPs. Not involved in the day-to-day planning
- Decisions made with TWS will affect the AFS MOU, but will start coordinating with Cal-Neva starting in January
- Need to build a contact list for TWS (local and national), Cal-Neva, National, Western Division

5. 2017 Report Card (Joe M.) 11:15 – 12:15

- Need to approve the updated report card, and figure out the status of each category
- Living document, but need to post the end-of-year accomplishments
- Will reorganize the report card to separate those tasks that are long-term ongoing versus those that are an annual task/1-time task
- Ramona will help develop a cheat sheet/talking points for talking points to the student subunits and schools to promote membership
- Need to figure out all the faculty leads, make direct contact (phone or face-time) with professors rather than just emailing.
- Laurie and Steve to develop the 2018 report card

LUNCH 12:15 – 12:45

6. Strategic Plan and 2018 Plan of Work (Laurie E.) 12:45 – 1:30

- Set up a 1-year and a 5-year strategic plan
- Discussed how best to recruit officers and committee members

7. 2018 Annual Meeting Update (Steve B.) 1:30 – 2:30

- Planning Update
 - Planning committee has met, but attendance is low
 - Defined roles and responsibilities
 - Santa Cruz/Monterey subunit has stepped up to help out
 - Dave Frixell will handle the spawning run
 - Katie involved with signage and artwork
 - Kat helping with photography
 - Need AV lead and field tour coordination
 - One tour - schools pier and wet lab
 - Goal to have the field tours listed on web site by mid-December
 - Continuing education all set and in registration
 - Abstracts are being accepted
- Meeting Budget Review and Vote
 - HDR to provide lanyards
 - HDR to sponsor social event
 - \$12,900 already committed with 5 to 8K more possible in maybes
 - Symposia abstracts in the works
 - Plenary speakers to include Paul Jenkins and Jesse Trushinsky.
 - Budget - cover the registration and lodging for continuing education instructors and plenary speakers. Plenary speakers will also get travel compensation
 - Exec Committee officers should get registration compensation
 - **Motion to approve budget: Jim**
 - Second: Gary
 - Motion approved
 - 4 confirmed vendors, 3 maybes (vendor space is \$400)
- Agency letters of support - Laurie

8. 2018 Chapter Budget Review (Jim H.) 2:30 – 3:00

- Adding line item for officer incentive
 - President-elect, President, Past-President will get annual membership dues for national and chapter covered
 - Treasurer and Secretary will get annual Cal-Neva meeting registration dues paid
 - Full approval
 - **Motion to approve officer incentives to include in annual budget for member meeting approval: Ramona**
 - Second: Steve
 - Motion approved

9. New Business (Small grant program; Travel awards/subunit) 3:00 – 3:30

- Nature Bowl (Placer Nature Center) asking for funds for program (3-6 graders, 675 students). We've provided \$1,000 in previous years. Need some reporting/photos after event to post on web site (Ask if there is a photo release form)
 - Motion to approve funding for \$1,000 with follow-up brief summary and photos: Stephanie
 - Second: Ramona
 - Motion approved

10. Officer Updates (if any) 3:30 – 3:50

- Secretary - Need assistance to fill in meeting minutes for October. Original file was lost and need to be reconstructed.

11. Committee Updates (if any) 3:50 – 4:10

- Continuing Education (Brian M)
 - MOU needs slight changes. TWS wants a 50:50 split in costs; TWS wants extra fee for Ivan's services; we provide the instructors, Ivan arranging contract for location; TWS will cover Ramona \$400 as an AFS representative speaker. Insurance coverage for up to \$1M
 - Brian will send the revised MOU for ExCom approval
- Conservation (Gary S.)
 - Request from Chuck Knudsen asking if Cal-Neva is in support or not, and if Cal-Neva should weigh in on this project - could be good for debate at annual meeting
 - Different forms of communications allowed by Chapter, including Policy Statements
 - Fisheries Magazine - Lusardi and Moyle - 2-way trap and haul for Chinook salmon. Gary feels there are flaws in the article. Is it appropriate for the Chapter to provide a letter indicating these concerns, or should it be tackled as a private rebuttal from Gary. Decision is that the Chapter will not get involved at this stage
- Communications (Lisa T. and Brittany D.)
 - Next newsletter will be released in January - before early registration deadline which is January 20. Newsletter should be released around January 14
 - Updates for the annual meeting through Constant Contact that need to be published before the end of the year should be sent to Lisa and Brittany as soon as possible
 - Will update annual meeting lodging information to be posted
 - Added student-specific information

- Bylaws and Nominations (Ramona S.)
 - Bylaws and Procedures Manual getting cleaned up. Update officer descriptions
 - Ramona will send out a memo with a summary of the changes
 - Looking for nominations for President-elect and Secretary
- Chapter Historian (Sean L.)
 - Web site
 - Sensitive information need to be destroyed

12. Student Subunit Updates 4:10 – 4:30

- UC Davis/Sacramento (Sean)
 - Student Organization Faire
 - Added 30 names to listserve
 - Tour of Nimbus Hatchery - 25 attendees
 - Quarterly meeting on Nov 30, and will show Salmon Confidential
 - Coordinating with TWS subunit for a joint event
 - Career panel proposed for winter and spring
 - River clean-up - rent equipment to haul trash
 - Looking to get Sac State more involved with subunit
- New subunit creation (Chico and Cal Poly)

13. ADJOURN 4:30