

California-Nevada Chapter



California-Nevada Chapter of the American Fisheries Society Executive Committee Mid-Year Retreat

Location: Regional San/SASD
10060 Goethe Rd., Sunset Maple Room,
Sacramento, CA 95827

Date: December 2, 2018
Time: 9:00 am – 4:30 pm

Phone: 916-573-2034
Conf ID: 33421386

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Meeting Minutes

1. Call to Order, Introductions, Verification of Quorum (9:12 am)

- 3 elected officers and 3 standing committee chairs:
 - Officers: Laurie Earley, Jim Hobbs, Steve Brumbaugh, Kathleen Berridge, Rob Titus
 - Committee Chairs: Brittany Davis, Sheena Holley, Lisa Thompson, Ramona Swenson, Shawn Acuna, Gary Sprague, Brian Mahardja, Sean Luis, Esther Tracy, Kelly Souza, Maddie Harden
 - Student Subunits: Arthur Barros (UCD/Sac), Doriane Weiler (USCS)

2. Agenda Review

- Steve presented Laurie with darter art gift

3. IEP Financial Support – MOU (Brian M.)

- Background: Association of Bay Area Governments (ABAG) no longer provides the financial services they have provided IEP with in the past relative to registration and venue costs for IEP's annual meeting. Propose Cal-Neva provide logistical support, since IEP doesn't currently have a mechanism for accepting registration payment or processing venue costs. If Cal-Neva cannot help IEP, IEP would use a facility it has access to, but the number of attendees would be much lower since the facility would be smaller.
- Cal-Neva would be responsible to set up Event Brite, set up and manage invoices
- Goal for this meeting: address concerns, Brian will take back to IEP, edits will be made and chapter will vote on final MOU.
- Concerns: this shouldn't affect our efforts/responsibilities in Reno meeting, language in MOU needs to be explicit that this is a one-time agreement. Letter g. Section B in draft contract needs to be clarified.
- **Action item:** Brian will revise this letter in the contract, find out from IEP how much they expect the 2020 deposit for Lake Natoma Inn to be, and find out if IEP would be willing to partner with Cal-Neva immediately prior to their 2020 meeting.
- Benefits: opportunity to outreach Cal-Neva name among agencies, IEP would acknowledge Cal-Neva in plenary, have Cal-Neva booth, opportunity to promote Reno meeting

- Cal-Neva discussed how to use any remaining monies after the 2020 deposit and all 2019 expenses are paid. One option is to supplement Travel Funds to AFS National meeting in Reno in October 2019 (this language does not need to go into contract).
- **Action Item:** Comments and edits to Brian by Wednesday 12/5. Brian send revised contract to ExComm by 12/7. Brian will ask about IEP plan for next year.
- Timeline: Final MOU to IEP by end of December. profit

4. 2018 Report Card

- Cal-Neva used the 2017 Report Card and 2018 information (e.g. meeting minutes) to submit the AFS Governing Board report (started in 2017 and submitted at end of July each year).
- Laurie reformatted the report card to provide a summary, budget information, activities related to AFS strategies (15), and Cal-Neva Strategic Plan status in a format more similar to what is reported to the society via the Governing Board Reporting Tool. This should make future reporting much easier.
- We will wait until Society's 2020 strategic plan to update Cal-Neva strategic plan to align with new plan.
- **Action Item:** Laurie will send 2017/18 Report Card to ExComm, get it approved at January 2019 meeting, post it to the website.

5. Strategic Plan and 2019 Plan of Work

- Strategic plan was covered in Item 4
- Review priorities and actions outlined in Steve's annual work plan.
- Need to update plan to include language about resource management/managers to make the value of Cal-Neva more clear.
- **Action Item:** Steve will revise Annual Work Plan based on comments during the retreat and submitted after and send to ExComm by end of the week.

6. Small Grants Program

- Financial committee developed a plan of how to manage chapter finances.
 - Merrill Lynch account should be our "rainy day"/emergency funding account. Propose to spend/invest money from checking account.
 - Wayne Lifton will look into investment options.
 - Need to better define what the contingency funds can be used for.
- Formalize process to incorporate small grants budget.
 - Recommend to implement the proposed Small Grants Program on an annual basis. The goal would be to fund 2 grants at ~1,500 each year. The ExComm will evaluate in 3 years to determine if more money should be dedicated to the program or make no changes.
- Open to all Ca-Neva members.
- Need to clarify how Small Grants Program would differentiate from Special Projects and Events. Specify Small Grant Program funds projects not under any obligatory regulation or mitigation (i.e Biological Opinions RPA's.)
 - Motion: To increase the amount of money for Small Grants in budget from \$1,500 to \$3,000. (Laurie)

- Second: Rob

- Motion approved

- **Action Item:** Laurie or Shawn will send out draft proposal for a Small Grants Program, finalize and vote at January meeting.

7. 2019 Budget Review

- Account update as of December 1, 2018:
 - Checking: \$85,974.72
 - Savings: \$38,766.65
 - Merrill Lynch: \$98,508.50Total: \$223,249.87
- Review of 2018 Budget
 - Merrill Lynch is down (about \$6,000) from projected earnings.
 - Overall checking for the year is down (about \$20,000).
 - Storage costs for physical (\$78/month) and electronic (\$100/month) needs seem high. We could research other options for storage needs.
- Review of 2019 and 2020 budget
 - Update student travel support to reflect a more accurate estimate.
 - Combine National and WD travel costs, since the two meetings are combined in 2019, which decreases total ExComm travel for meeting.
 - Increased Annual Meeting Income because 2019 is a Society meeting.
 - Book and publications maintained at \$2,000. While we generally spend less, we want to allow for the opportunity and supporting publications is part of the Society's priorities.
 - Increase Merchandise Investment from \$2,000 to \$7,500.
 - Motion: To approve 2019 budget (Laurie)
 - Second: Gary Sprague
 - Motion passes

8. Committee Review

- Native Fishes Committee
 - Motion: To change Native Fishes Committee from ad-hoc committee to standing committee. (Laurie)
 - Second: Kathleen Berridge
 - Discussion: Western division and other chapters have native fish committees. Cal-Neva Native Fishes committee wrote document outlining committee roles.
 - Motion passes.
- Fishery Information Network Committee (FIN)
 - Motion: To formally drop the Fishery Information Network (FIN) as a standing committee from the Cal-Neva Chapter. (Ramona)
 - Second: Laurie
 - Motion passes.
- Chapter historian is vacant
- Student/Young Professional Travel Committee

- Motion: To change Student/Young Professional Travel Committee to Grants Committee (Kathleen Berridge)
- Second: Ramona Swenson
- Motion passes.
- **Action Item:** Grants Committee to revise charter for inclusion in Procedure Manual.
- International Committee
 - Propose to change/rename International Committee to be a broader outreach committee, which would include duties like increase diversity, International communication, other outreach efforts.
 - Motion: To dissolve the International Committee (Laurie)
 - Second: Rob
 - Motion passes.
 - Steve Brumbaugh appointed Esther Tracy as Diversity and Outreach Committee chair. Appointment confirmed by Esther Tracy.
 - **Action Item:** The Diversity and Outreach Committee will develop a charter for the Procedure Manual in 30 days. Internal review to ExComm officers at beginning of January. ExComm can discuss at January meeting.

9. 2019 Meeting Planning Update

- Next call 12/19

Rob should contact the Society about joining Society level AFS/TWS calls, held monthly. The intent is not necessarily to direct activities at that level, but to get information first hand as it is developed.

- Program planning committee: (Steve and Laurie)
 - AFS call for Symposia and Workshops December 14th- Feb. 1st. Call for paper and poster abstracts Feb. 19-Apr 5th.
 - TWS call for Symposia and Workshops December 14th- Mar. 1st. Call for paper and poster abstracts is the same as AFS, Feb. 19-Apr 5th.
- Communications Committee: (Lisa and Brittany)
 - Will be on monthly calls with communication staff. First call is Monday 12/3.
 - Branding meeting as the Tahoe-Reno meeting to bring in more people.
 - AFS only recently gained access to the joint website.
 - Annual meeting page on Cal-Neva website links to Joint Meeting

Action Item: Send notes from communications call to Rob, Steve, and Laurie

- Fundraising: (Maddie)
 - First committee meeting is in the upcoming week to assign contact list.
 - Outreach will begin in January 2019.
 - Fundraising committee target is \$100,000. Total meeting fundraising goal is \$280,000. Unsure of how much of that &100,00 is Western Division's/Chapter's responsibility, as the committee includes Society level representation.

Commented [SK1]: AFS or CalNeva?

Commented [BS2R1]: My understanding was that AFS only recently was given access to the website and that it was under TWS control.

- Student Activities (Ramona)
 - Conference call for mentoring activity is Dec. 12th.
 - Planning logistics that need clarification include:
 - Is the student mentoring the only activity or are there other activities? Is there a student activity schedule?
 - How much is the student activities committee responsible for, ex. places and dates?
 - Number of students participating?
 - Britta Bachelor is the student representative at the Western Division level. Britta should be contacted and put in contact with Claire Stouthamer regarding volunteer coordination.
- Local arrangements: (Rob)
 - Need to secure venue for joint social (possibly Bartley Ranch), determine child care provider, Spawning run (Virginia Lake or Bartley Ranch), and participants for the boat show that will be part of the trade show. Chris Hogle is leading local arrangements, but was not available to attend this meeting.
- MOU
 - In the past, the split in profit has been 70% Society, 10% host division, and 20% host Chapter. Percentage of profits will be split between AFS divisions (percentages TBD) as part of the new formula, but chapters will still receive 20%.
 - **Action Item:** Review MOU and send comments to Rob by December 15th.

10. 2020 Meeting

- Discussion of a smaller, 1-2 day, joint meeting with IEP, if they are amenable.
 - Focus would be research outside the central valley to draw people from other regions of California and reduce replication between AFS and IEP related presentations.
 - Could have a joint AFS/IEP social.
 - Would likely need to split registration costs 3 ways: IEP only, AFS only, IEP/AFS combined.

11. New Business

- At a previous meeting we had discussed covering student subunit members' annual dues; however, the cost is low for students and it seems like a small way to ensure that they are committed. We need to review past meeting minutes to whether or not we made a final decision on this and revisit supporting student subunits in this way at January meeting.

12. Officer Updates

- Secretary – Kathleen Berridge
 - Finalized October meeting minutes. Minutes were accepted.
 - Updated ExComm contact list.
- Treasurer – Jim Hobbs, See item 7, 2019 Budget Review
- President – Steve Brumbaugh, WDAFS Mid-Year Meeting Update
 - Reviewed Western Division budget. WD frequently ends up with deficit in budget. Approved 2018/2019 budget with caveat that they would work towards building a more sustainably balanced budget.
 - Jackie Watson's work plan is similar to Jesse T.'s and Steve's
 - Discussion about how to increase membership.

- Washington/British Columbia Chapter is dealing with an issue of how to pay for lifetime memberships that have already been committed to chapter presidents. This has been a perk of the Presidency for WA/BC Chapter, but a recent increase has made it cost-prohibitive for the Chapter.
- 2024 is next Western Division meeting in the Cal-Neva region.
- Past President – Laurie Early, no update
- President-Elect – Rob Titus, see item 19, 2019 Meeting Planning Update

13. Committee Updates

- Time and Place - Kelly Souza, no update
- Continuing Education, Brian Mahardja, no update
- Conservation – Gary Sprague
 - Cal-Neva sent letter to Secretary Zinke.
- Communications - Lisa Thompson, Brittany Davis
 - Committee updates (above) will be made to website
 - Will add information about Professional Certification
 - Will add [conservation career](#) links
 - Last newsletter was sent out on September 21. Next newsletter will go out in January. Content will include: Small Grants Program, committee updates (native fishes, FIN, Diversity and Outreach), student colloquium, advertisement for the next officer nominations. A brief announcement will go out in mid-December to advertise opening of Call for Symposia for 2019.
- Bylaws and Nominations - Ramona Swenson

Next round of officer nominations for Treasure and President is coming up. We are supposed to post nominees 30 days before membership business meeting, generally in March or April. Voting this year will be entirely electronic, due to our business meeting being held jointly with the Society meeting much later in the year, but we should post for at least 30 days before voting closes.
- Membership - Heather Benko, not present
- Student Awards - Shawn Acuna (called earlier in the meeting)
 - Need to standardize who reviews small grant project applicants: Small grants officers, award chair, and 1 officer should review if we want to maintain consistency with the Small Grants program discuss in Item 6.
 - Motion: To allow **Cal-Neva Semi-Annual Travel Grant (\$750)** be positioned for any activities that are AFS related. (Shawn Acuna)
 - Second: Laurie
 - Motion to amend: To use **Cal-Neva Annual Meeting Travel Grant (\$500)** as opposed to Cal-Neva Semi-Annual Travel Grant due to higher costs of the annual meeting.
 - Second: Shawn Acuna
 - Motion to amend passes.
 - Motion passes.
- Merchandise - Chris Parker, not present
- Policy and Resolutions - Sheena Holley (had to leave early), no update

Commented [BS3]: Can someone provide the name of the links we discussed? I don't recall the names, and all the job links we post are conservation careers so this bullet as written seems confusing.

- Finance - Wayne Lifton, not present
- Chapter Historian - Sean Luis
 - Finished shredding all of the 1998-2007 financial records for the Chapter.
- Awards - Pat Coulson, not present
- International - Esther Tracy, see item 8, Committee Review
- Native Fishes - Shawn Chase, Zach Bess – not present

14. Student Subunit Updates

- Santa Cruz Monterey Bay Area – Doriane Weiler
 - Organizing files using team drive
 - Held officer transitions workshop to outline responsibilities
 - More undergraduate involvement
- UC Davis/Sacramento – Arthur Barros
 - Hosted 4th annual Carpe Carpio-lots of catfish
 - Snorkeling trip on American river was a success
 - Western division student colloquium (4 undergrads, 2 grad students, 3 UCSC students),
 - Needs to reconnect with Jessica at Sac State.
- Humboldt – not present
 - Steve will reach out to the new subunit president
- New Subunit Creation (Status of Cal Poly, Long Beach, etc.)
 - No updates from new subunits, Doriane will check with Kat to see if she has heard any updates from Cal Poly.

15. Next Meeting

- January 17, 2018
- **Action Item:** Lisa will send e-mail blast on Dec. 14th about Annual Meeting symposia being open

Meeting adjourned (4:26 pm)