



# California-Nevada Chapter of the American Fisheries Society

## Executive Committee Meeting

California Department of Water Resources  
3500 Industrial Blvd., Room 106, West Sacramento, CA  
September 21, 2017 (6:00 pm – 7:30 pm)  
Call In: 916-574-2557

### Meeting Minutes

#### 1. Call to Order and Verification of Quorum (6:09 pm):

- 3 elected officers and 3 standing committee chairs:
  - Officers: Joe Merz, Laurie Earley, Stephanie Theis, Steve Brumbaugh
  - Committee Chairs: Lisa Thompson, Gary Sprague, Sean Luis, Kelly Souza, Maddelyn Hardin, Brian Mahardja, Beth Campbell, Shawn Acuna, Brittany Davis
  - Student Subunits: Sean Luis, Katie Kobayashi, Nikki Hack
  - Others: Ramona Swenson

#### 2. Secretary Report – Stephanie Theis

- July Business Meeting Minutes, motion to approve: Stephanie
  - Second: Laurie
  - Meeting minutes approved
- Gary identified an error in the previously approved May 2017 meeting minutes - Date of the annual meeting was incorrect, originally typed as February 2 to March 2 - needs to be changed to Feb 28.
  - *Action Item: Stephanie will revise and send out new file to Sean Luis to save to the 'history' files*

#### 3. Treasurer Report – Jim Hobbs

- Checking account balance as of end of August 2017 was \$106,276.70
- Savings account balance as of end of May was \$38,756.94
- Merrill Lynch account in May was \$98,140.94
- \$1,183.05 for Laurie Earley's travel to Tampa
- \$3,402.29 for Joe Merz' travel to WD meeting and to Tampa
- Travel Awards - \$750 sent to Jordan Wingenroth and Suzanne Kelson
- Check for \$500 sent to Palouse Unit of AFS for the WD Student colloquium.
- Laurie and Steve will be added to the bank account (B of A) - meeting with Stephanie, Laurie, Jim and Steve scheduled for October 19

#### 4. President Report – Laurie Earley

- **Laurie Earley is now officially President of the Chapter following the April election**
- Brief Tampa Update -

- New annual reporting on meeting metrics and how to quantify what we do during the year (how many members, how many student subunits, etc). More information will be provided
- Talked with Doug Austin regarding Reno 2019 - MOU will be signed and then we will move forward with planning. Signed right before the Tampa meeting. Will start to get more feedback as to what will be included in our involvement
- New Publisher - changing from Taylor & Francis to Wiley, which will give us more access (starting January 1)
- New Student Subunit - Nikki Hack - Cal Poly wants to start a new student subunit. Need to get a professor to act as the advisor for the subunit and set up the bylaws
- Wildlife Society Steelhead Symposium
  - Would like a 0.5 to 1-day workshops or symposia on a regular basis. Interested in having a symposium on steelhead. Potentially wait until next fall
    - Topics on ecology, life history, management, genetics, etc. Audience mostly folks with minimal background on steelhead
    - Meetings held in various locations (Redding, Yreka)
    - *Action Item: Christina will reach out to David (TWS) to discuss how we need to proceed with our part - maybe no full symposium or workshop, perhaps only 1 or 2 talks during one of their workshops*

#### 5. Past President Report - Joe Merz

- **Joe Merz is now officially the Past President for the Chapter**
- Tampa update (national meeting)
  - Leadership at all Levels workshop focusing leaders at all different levels - what it means to be a letter, constitutional roles, responsibilities, procedure for running meetings, etc.
  - Telling Your Story, Unit Leaders - educational meeting on AFS values and policy - explain how these can be presented, how to raise money, attract new members, and conveying policy
    - How to improve communication and the Unit value
    - Cal Neva really been focusing on our values and providing benefits to our members (student support, assisting with book publications, awesome web site)
    - Opportunity for National to move into the 21<sup>st</sup> century, but need clearer messaging from national
    - WD Ex Com meeting - similar concerns vocalized. WD may lead charge on how to communicate
    - Invite National Officers to join our retreat - Joe will draft a letter for everyone review
- Report card and strategic plan - no update
  - Action Item: Laurie to set up a meeting with Ramona, Joe, and Steve to discuss the best way to update/revise, and how to keep the process fluid

#### 6. President-Elect Report – Steve Brumbaugh

- **Steve Brumbaugh is now officially the President-Elect for the Chapter**
- 2018 meeting update

- Site visit (Kelly, Laurie, Norm, Steve) - did a walk-about at the facility, met with the meeting planner and caterer
- Vendor space in good location
- No comped rooms in this package, some ADA rooms if we notify in advance
- Food orders need to be in at least 10 days prior to the meeting
- Keg donations for events on site may not be worth the hassle
- Plated dinner with a table salad to save time
- Meeting Theme - 'Outside the Bubble - Communicating with our Communities'
- Prepared a draft budget for the upcoming conference
- Vacancies for Planning Committee
  - Field Trips
  - Local Arrangements
  - AV
  - Student Social - Sean willing to lead

## 7. Time & Place – Kelly Souza

- 2018 meeting updates
  - Banquet Event Orders completed but can be tweaked as necessary
  - Catering and AV comes to \$45K.
  - \$47/plate
- Out year planning - no update

## 8. Student Subunits Updates

- Sacramento-Davis– Sean Luis
  - Officer meeting last week, all officers showed up. Brit will continue to be involved
  - Letter sent out describing goals, etc
  - Jim Hobbs remains faculty advisor
  - Outgoing treasurer working with incoming to help the transition
  - Will work with Steve B. to set up volunteer process for the upcoming meeting
  - Ice Cream social next week
  - Recruited new students
  - Review the bylaws
  - Not registered as a student organization for the University - University requires money for insurance
- Humboldt State University – new president???
- Santa Cruz- Monterey Bay Area– Katie Kobayashi
  - Setting up schedule (mixers)
  - November - elections. Looking at how to engage more people in the elections
  - Fundraiser established during a guest speaker event
- Reno - Tim Caldwell, not present
- Other student updates
  - Letter sent out to the advisors, or professors assumed to be advisors
- *Action Item: Reno Subunit Bylaws comments and edits to be sent to Stephanie. Stephanie will edit/provide suggested revisions*

## 9. Continuing Education – Brian Mahardja

- Tidewater Goby workshop
  - Will be in advance of the joint meeting
  - Will have a field portion to workshop
  - Late April or early May to avoid conflicts with other meetings and give time to get permits lined up
  - 2-day session (second day in field)
  - Ramona and Tom Taylor to do lecture, Darren Fong to lead the field portion
  - Anticipate 10 to 20 attendees
  - Revenue split set up currently as 50:50
  - **Action Item: Draft MOU sent to Ex Com - need to provide comments to Brian by October 6**

#### 10. Conservation – Gary Sprague

- **Action Item: Continued request for people to present issues of concern to Gary**

#### 11. Communications – Lisa Thompson, Brittany Davis

- Web site updates
  - Twitter theme in process still, hopefully will be completed
  - Annual meeting page under construction
  - Tom Taylor retiring - add a blurb for end of year
  - **Action Item: Stephanie and Jim to send photos for the officer page**
  -
- Upcoming newsletter
  - Quarterly - October 21 for next newsletter
  - Content to be provided by mid-October, will allow Lisa to meet her schedule
    - Chapter meeting announcement
    - Conference Logo
    - Should include update from national meeting from Laurie and Joe
    - Human interest link
    - New student chapter
- History web page
  - Ramona has a disc of historic document up to the 2000s of Chapter information that she received from parent society
  - Sean will look into the legal aspects of how we maintain or destroy old material
  - Sean reached out to National to see how and what material should be archived

#### 12. Bylaws and Nominations – Vacant

- Looking for suggestions for a new committee chair

#### 13. Membership – Beth Campbell - no update

#### 14. Student/Young Professionals Travel – Shawn Acuna

- Laurie to work with Shawn on Travel Awards and Subunit stipends for meetings

#### 15. Merchandise – Christina Parker, no update

#### 16. Policy and Resolutions - Naoaki Ikemiyagi, not present

#### 17. Finance - Wayne Lifton, not present

18. Exhibits - Maddelyn Hardin

**19. Chapter Historian – Sean Luis**

- Discussion provided under Communications (History Web Page)

20. Awards – Pat Coulston, not present

21. International Committee - Vacant

- Need new Committee Chair

22. Old Business

- Purchase 6 laptop computers for meeting use
  - Motion for a maximum of \$5,000 towards purchasing new computers/software: Laurie
  - Second: Joe
  - Motion approved

23. New or other Business

24. Next Meeting – October 19, 2017

25. Ex Com Retreat - November 11, 2017

26. Meeting to Adjourn:

- Motion: Laurie
- Second: Steve
- Meeting Adjourned: 7:58 pm