



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

Location: Conference Call Meeting
Date: April 23, 2020
Time: 6:00 PM – 7:30 PM
Call-in: AFS Conference Line
Call-in # 1-800-582-3014
Participant Passcode: 837 490 314 #
Leader's Passcode: 567 446 688 #

Back-up: CDFW Conference Line
Call-in # 1-877-873-8018
Access Code: 446837 - Host Code: 63158903

Meeting Minutes

1. Call to Order and Introductions

2. Verification of Quorum (6:05pm)

- 3 elected officers and 3 standing committee chairs
 - Officers: Rob Titus, Kathleen Berridge, Jose Setka, Dave Lentz
 - Committee chairs: Ramona Swenson, Lisa Thomson, Kelly Souza, Christina Parker, Wayne Lifton, Laurie Earley, Stephanie Durkacz, Zach Bess, Jim Hobbs, Andrew Hampton, Steve Brumbaugh, Sheena Holley, Nicole Kwan (Secretary elect), Gary Sprague, Matt Young (President-elect), Esther Tracey, Damon Goodman
 - Student Subunits Santa Cruz: Laura Goetz

3. Agenda Review

- Welcomes and congratulations
 - Welcome Matt Young and Nicole Kwan, official roles start September
 - Congrats to Laurie Early for incoming vice president at Western Division
- Addition of new business - none

4. Focused Discussion/New Business

- Committee Review
 - Potential to move duties of Membership Chair Committee to secretary and Diversity and Outreach committee chair.
 - What makes the membership committee unique? What duties could be included to improve membership duties?
 - Procedures manual outlines more duties than Rob originally realized. Steve- However, some of those duties seemed outdated.
Ramona stated the procedure manual is a living document, shouldn't feel constrained by document.

- **Action Item:** Steve and Ramona will review Membership Committee Chair duties in Procedures Manual and bring back to ExComm next month.
- Procedures Manual
 - Update to reflect current committee structure and officer duties. Steve thinks Past-president should maintain, review, and update annual.
- Chapter Strategic Plan
 - Society updates Strategic Plan every 5 years, Society has a new plan (2020-2024). Suggest to reference it to show how Cal-Neva objectives and strategies tier off Society
 - Updated reporting tool to align with the Society
 - **Action Item:** Rob and Dave to begin updating Chapter Strategic Plan. Provide updates to ExComm at June meeting.
- Road Map for New Presidents – Gant Chart?
 - Layout roles for president elect (1st year) and timeframe → president (2nd year) roles and timeframe → past-president (3rd year)
 - Could supplement a meeting planning guide that Steve has created.
 - **Action Item:** Rob will create template and former and incoming presidents can help review.
 - **Action Item:** Steve will send Rob meeting planning guide.
- Website Updates
 - Cal-Neva website has been down since April 12. Lisa has been in communication with Society.
 - Society shutdown one of their servers that hosted Cal-Neva website. Society had to update the server and Cal-Neva website had reverted back to 2018 website. Society hopes to have Cal-Neva website updated by end of month.
 - Will revisit next month.
- New Business (Dave Lentz)
 - Virtual spring conference hosted by the Society, Cal-Neva has session is May 5th. Society is accepting sponsorships. Other chapters and divisions have provided sponsorships.
 - Motion: Cal-Neva sponsor at silver level (\$500) for virtual spring conference, especially in light that Chapter did not sponsor at Western Division level.
 - Second – Steve
 - Matt and Nicole sustain.
 - Motion Approved.
 - Action Item: Dave will work with Bethesda staff and Jose to make sponsorship.

Officer Updates

5. Secretary

- March minutes – didn't receive any comments, do folks need another week to review or are we good with where they are.
- How to conduct business meeting given no annual meeting?
 - Potential to do it virtual or wait until we can meet. At least wait until website is back up.
 - Conduct business meeting within Presidents term. Have from May-August.
 - **Action Item:** Rob to ask the Society what platform they used in the past. Contact Lauren Mayza
 - Review again next month.

6. Treasurer

- Account update as of the end March 2020:
 - Checking: \$152,193.47
 - Savings: \$38,777.47
 - Merrill Lynch: \$N/A
 Total: \$N/A
- Expenses for March include Davis storage \$80, constant contact \$45, expenses for Rob to attend Western Division meeting \$713.03
- A total of 26 refunds have been issued for the postponed IEP conference. These include 8 directly to individuals and one to the SWRCB that covered 18 registrations. The total is \$4,810 (only one check has hit the account as of today), by Jose's account that leaves approximately \$30,166 in IEP funds.
- Sponsors from EventBrite were automatically refunded. **Action Item:** Jose to review if there are outstanding checks.

7. President

- Remaining profit sharing from Reno meeting – profit was substantially greater than forecasted. Cal-Neva and WD's payout will increase by \$11,000 and \$6,000, respectively, based on the final profit sharing. That brings Cal-Neva's total payout to \$61,000. Anticipate Society meeting to be cancelled.
- Western Division Update
 - WD annual meeting was cancelled.
 - Call for video footage for WDAFS 150th History Video
 - Rob has leads on Pufffish
 - Could include Chapter's instrumental role in getting winter-run Chinook listed and member involvement in restoration.
 - Potential that AFS annual meeting will be cancelled but still beneficial for Chapter to compile content for WD.
- Outstanding (Large) Chapter Award Application to Society
 - Revised application to Jackie Watson, WD will submit to society
- Chapter history display for the 150th annual meeting

8. Past President (Steve Brumbaugh)

- Focusing on procedures manual and meeting planning documents.

9. President-Elect (Dave Lentz)

- AFS Virtual Spring Conference update
 - Cal-Neva session is Tuesday May 5th 10AM -1PM PST, 9 Cal-Neva speakers, 1 talk from Michigan
 - 2 posters on Wednesday May 6th

Committee Updates

10. Time and Place (Kelly Souza),

- Confirmed reservation for Crown Plaza in Ventura for Feb 28-March 4
- Tentative site visits to both for Mid-June
- Helms contact's at Tenaya Lodge has not been able to confirm dates confirmed in RFP are still available.

11. **Continuing Education (Stephanie Durkacz)**, no update
12. **Conservation (Gary Sprague)**, no update
13. **Communications (Lisa Thompson and Brittany Davis)**
 - **Action Item**: Lisa to send constant contact about Cal-Neva session at virtual spring conference to membership.
 - Brit retiring from being communications co-chair. Do we want to recruit new co-chair? Table to next month when website is back up.
14. **Bylaws and Nominations (Ramona Swenson)**, no update
15. **Membership (Vacant)**
16. **Student Awards (Shawn Acuña)**
 - Results of small grant awards
 - Received 3 applicants. Ad-hoc committee reviewed and unanimously agreed that only one qualified for the reward. Decided not to fund the other 2 proposals. Discussed what to do with unused budget amount when we do not award all the money. One possibility was to roll over left over money to 2021 awards.
 - **Action Item**: Steve will work with Shawn to draft long-term plan for how to use unallocated small grants and build into procedures manual.
 - Motion: To approve funding of the 2020 small grant recipient and roll over remainder to next year's small grant budget. - Steve
 - Second: Kathleen
 - Motion approved.
17. **Merchandise (Chris Parker)**, no update
18. **Policy and Resolutions (Sheena Holley)**
 - CA attorney general filed a preliminary injunction against the implementation of the 2019 NMFS and USFWS BOs two days ago.
 - Metropolitan Water District filed a case against the CDFW issued Incidental Take Permit for SWP operations.
19. **Finance (Wayne Lifton)**
 - COVID-19 effects on future events (meetings and conferences)
 - Planning for the future for meetings and conferences. Reluctance for people to attend meetings in the future, at least through the summer.
 - Concerns of virus resurgence next fall/winter and requiring isolation. Be cognizant when planning future events.
 - Look into pandemic insurance (Force majeure) for future venue contracts, etc.
20. **Chapter Historian (Jim Hobbs)**, no update
21. **Awards (Zach Bess)**, no update
22. **Outreach and Diversity (Esther Tracy)**, no update
23. **Native Fishes (Damon Goodman)**, not present, update via e-mail
 - Damon is holding onto the dream that we will have our workshop this summer.
24. **Student Subunit Updates**
 - Santa Cruz Monterey Bay Area (Laura Goetz)

- Trying to move events online
- UC Davis/Sacramento (John Liu)
 - Hosting several zoom events.
 - Spring quarter meeting via Zoom. Discussed how grad students are dealing with research being deemed “essential”
- Humboldt (Michelle Loftus) – not present

Next Meeting: Thursday, May 21, 2020. Rob will look into video option.

ADJOURN 8:31