



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

Location: Conference Call Meeting
Date: July 23, 2020
Time: 6:00 PM – 7:30 PM
Call-in: Please see e-mail notification from Kathleen Berridge for WebEx and associated call-in information.

Meeting Minutes

1. **Call to Order and Introductions**
2. **Verification of Quorum (6:06)**
 - 3 elected officers and 3 standing committee chairs
 - Officers: Kathleen Berridge, Rob Titus, Dave Lentz, Jose Setka, Steve Brumbaugh
 - Committee Chairs: Sheena Holley, Chris Parker, Laura Goetz, Zach Bess, Andrew Hampton, Lisa Thompson, Ramona Swenson, Esther Tracy, Gary Sprague, Jim Hobbs
 - Student Subunits
 - Santa Cruz: Laura Goetz
 - Sac-Davis: John Liu
3. **Agenda Review**
 - Addition of new business, as applicable
4. **Focused Discussion/New and On-Going Business**
 - 2021 Meeting Planning (Kelly, Dave, Rob, and Matt)
 - Updates, follow up, and thoughts on fully virtual and hybrid meeting options
 - Rob has contacted Lauren Maza about the Society being able to help facilitate virtual meeting but has not heard back
 - Poll membership on what they want (hybrid or fully virtual)
 - When is the deadline for deciding on format?
 - **Action Item:** Matt to follow up with Kelly on dates and potential venue reservations/logistics.
 - 2020 Business Meeting (Rob)
 - PowerPoint with audio option, bulletin board for discussion
 - Rob will solicit slides for committees. Post mp4 version of powerpoint on website. “Bulletin board” for members to post questions, have discussion.

- **Action Item:** Officers and Committee chairs to provide slides to rob by August 7th. Include pictures of yourself!
 - Officer thank you, and introduce new officers
 - Post presentation by mid-August 17th-ish
- Redistribution of Budget Line Items for ExComm Travel in 2020
 - >\$10,000 available (see distributed spreadsheet)
 - Proposals? e.g., ExComm retreat, education and outreach, more?
 - Proposal to save funds for presidents who missed out on meeting travel due to COVID-19.
 - Proposal to use some funds on Platform to host mixers and networking events.
 - Proposal to sponsor Trout in the Classroom.
 - Motion: To hold on to \$4,000 from FY 2020 for deferred travel for 2020 President and Past-president for future AFS travel. –Jose
 - Second: Steve
 - Motion passes.
 - Think about what special projects might be, poll membership to see how they might want to see that money spent.
 - **Action Item:** ExComm to submit proposals for ideas and costs of how to reallocate funds by August 13th.
- Chapter Housekeeping
 - Procedures Manual (Steve and Ramona)
 - Needs a little more work before sent out to ExComm for review. Goal is to incorporate ExComm comments and vote on it at August ExComm meeting.
 - **Action Item:** ExComm to review Procedure Manual before August ExComm Meeting
 - Annual Meeting Planning Guide (Steve)
 - In progress
 - Chapter Strategic Plan – update in June/July

5. Officer Updates

- Secretary (Kathleen Berridge) – meeting minutes & membership report
 - Behind on getting meeting minutes to Lisa, if no further comments, will finalize May and June and get to Lisa
- Treasurer (Jose Setka)
 - Account Balances:

Checking	\$157,269.35	(as of 7/23/20)	(one check \$1,950 small grant outstanding)
Savings	\$38,778.94	(as of 7/23/20)	
Merrill	\$111,216.91	(as of 6/30/20)	
Total	\$307,265.30		
 - Status and future of assist to IEP
 - The total registration funds received is \$39,383.77
 - To date Jase has processed \$10,095 in refunds and CVENT payment all of which all have cleared the account.

- Jose expects to receive payee information from IEP soon to start processing the remaining payments. He has not completed a QC of all the names received but suspects total number of refunds is around 200 (roughly). Once he has the final QCd list he will notify ExComm before cutting checks.
- Taxes
 - Submitted all of Cal-Neva tax materials to the preparer. Checked in with her on the 13th and she was filing extensions on those that she had not completed. COVID-19 and other related aspects seem to be delaying the work.
 - Merrill Lynch account: does the Chapter need to review based on current markets.
 - **Action Item**: Jim to transfer account to Jims name.
- President (Rob Titus)
 - Cal-Neva received Large Chapter Award!!! Will be honored at Society virtual meeting.
 - WDAFS Update
 - Mid-year meeting will likely go virtual (TBD)
 - Call to CDFW staff to renew 2020 membership through Science Institute
 - **Action Item**: Steve to send out similar call through DWR
 - Request for Cal-Neva participation in development of Central Valley spring-run Chinook Salmon Juvenile Production Estimate workshop, Sep 8-10, 2020
 - Gary Sprague as delegate for Chapter
- Past President (Steve Brumbaugh) – see Chapter Housekeeping above
- President-Elect (Dave Lentz)
 - **Action Item**: ExComm to send Dave thoughts and feedback on enhanced retreat. Retreat to happen around November – December. Timing gives ExComm to review budget before it's enacted in following year.

6. Committee Updates

- Time and Place (Kelly Souza) – not present
- Continuing Education (Stephanie Durkacz) – not present
- Conservation (Gary Sprague) –
 - **Action Item**: Provide any input for Spring Run workshop to Gary
- Communications (Lisa Thompson)
 - Status of Chapter website, newsletter, need for newsflash update, website updates
- Bylaws and Nominations (Ramona Swenson)
 - Thinking about officer nominations, will press for nominations in fall.
- Student Awards (Shawn Acuña) – not present
- Merchandise (Chris Parker)
 - Will look into Cal-Neva face masks.
- Policy and Resolutions (Sheena Holley) – no update
- Finance (Wayne Lifton) – not present

- Chapter Historian (Jim Hobbs)
 - Updated the spreadsheet with history of positions.
- Awards (Zach Bess) – no update
- Outreach and Diversity (Esther Tracy)
 - Developing of Cal-Neva statement on diversity, inclusion, and zero discrimination
 - Goal to get ExComm review before August meeting
 - Working on Outreach Plan, looking for ideas from ExComm
- Native Fishes (Damon Goodman) – not present
 - 2020 Native Fishes workshop on the Trinity River is cancelled due to COVID-19 concerns.

7. Student Subunit Updates

- Santa Cruz Monterey Bay Area (Laura Goetz) – no updates
- UC Davis/Sacramento (John Liu)
 - Subunits have not received annual \$500 allotment yet.
 - **Action Item:** Jose will deposit check into each subunit bank account.
 - Kim Luke is the incoming president.
 - Officer handoff will happen in the 2nd or 3rd week of August.
- Humboldt (Michelle Loftus) – not present

Next Meeting: Thursday, August 20, 2020

Action Item: Kathleen to send WebEx invite for video capability

ADJOURN (7:45)