



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

Location: Conference Call Meeting
Date: June 18, 2020
Time: 6:00 PM – 7:30 PM
Call-in: Please see June 10th 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 (6:07)**
 - 3 elected officers and 3 standing committee chairs
 - Officers: Rob Titus, Kathleen Berridge, Jose Setka, Dave Lentz
 - Committee Chairs: Sheena Holley, Chris Parker, Stephanie Durkacz, Zach Bess, Kelly Souza, Andrew Hampton, Shawn Acuna, Lisa Thompson, Wayne Lifton, Ramona Swenson, Esther Tracey
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 on fully virtual and hybrid meeting options
 - Kelly's local contact estimated costs for meetings: fully virtual ~\$2100/day, hybrid = ~\$2,700/day. Options for breakout sessions
 - Fully virtual = presentations get loaded ahead of time. Contractor would host, people register and then see all presentations. Similar to Spring virtual conference. This would be a good opportunity for the chapter to learn how to navigate the virtual environment.
 - Hybrid = In person meeting and live presentations would be recorded and/or streamed. Presentations would be archived and could be accessed later. More labor intensive for contractor, costs more.
 - Rob has not heard back from parent society about support for 2-3 days conference.
 - How to provide meaningful platform to share information and interact with chapter members

- Charge modest registration fee? How would future virtual meetings affect revenue generation? Jose commented this would be good time to experiment because we are “healthy” financially.
 - Don’t need to make a decision for a few months.
 - **Action Item**: Rob will talk to Laura at Society level and report back in July.
- 2020 Business Meeting (Rob)
 - Schedule GoToWebinar for July or August
 - Western Division conducted business meeting with PowerPoint and panelist of speakers.
 - Laura Maza indicated she could help facilitate business meeting for Cal-Neva. Rob asked about cost but has not heard.
 - Responsibility of Chapter to report out to membership. In addition to virtual meeting, post PDF of presentation to website.
 - Provide opportunity for members to ask Chapter questions, kind of open forum format.
 - Raise the idea to poll membership about 2020 meeting format, fully virtual vs. hybrid.
 - Raffle off prizes during and at the end of meeting to encourage engagement.
 - Sooner (July) preferred over later.
- Chapter Housekeeping
 - Procedures Manual
 - Steve is awaiting review from core group (Laurie, Ramona, and Rob) before Procedure Manual goes out to ExComm for review. Timeline for review is July-August, with a goal to post approved Procedure Manual to website at end of August.
 - Annual Meeting Planning Guide
 - Handled separately from Procedure Manual but on a similar timeline so it can be finished before Steve’s position as Past-President is over.
 - Important to remember the Annual Meeting Planning Guide is a living document to be reviewed annually.
 - Chapter Strategic Plan – update in June/July

5. Officer Updates

- Secretary (Kathleen Berridge) – meeting minutes & membership report
 - Call to DFW and DWR staff to renew 2020 membership
 - At about 410 members, down about 100 from where we were August 2019.
 - Potential outlets to encourage membership such as Science Institute at CDFW, programs at DWR, etc.
- Treasurer (Jose Setka)
 - Account Balances:
 - Checking \$161,799.35 (as of 6/18/20)
 - Savings \$38,778.31 (as of 6/18/20)
 - Merrill \$105,264.30 (as of 4/30/20)

*Note – Since the Merrill Lynch account is not linked to the Bank of America Accounts, Jose does not have authorization to get any information outside of the statements we get periodically.

Total \$305,841.96

- Status and future of assist to IEP
 - Jose talked to Stephanie Fong. IEP is planning to host virtual meeting in August and will refund all registrants. What is the IEP schedule? What are their plans for March 2021 with Bay Delta Science Conference?
 - What is Cal-Neva compensation for services provided this year? None? No contingency in existing contract Can't amend contract because it expired. Need to create new MOU contract.
 - **Action Item**: Rob and Jose will contact Stephanie to work out resolution.
- Taxes
 - Jose is going through the process of submitting all the required materials to the preparer. Filing deadline is July 15.
- President (Rob Titus)
 - WDAFS Update
 - Virtual Annual Business Meeting – model for Cal-Neva
 - Cal-Neva received Outstanding Large Chapter Award
 - Request from CDFW Water Branch for Cal-Neva participation on the steering committee developing a Central Valley spring-run Chinook Salmon Juvenile Production Estimate workshop, Sep 8-10, 2020
 - Reaching out to AFS for expert to be involved in project as stakeholder. Rob feels that it would be a potential conflict of interest for him.
 - AFS has done reviewed documents on issues and provided comments.
 - **Action Item**: Sheena to follow up with more information of CDFW's Water Branch ask of Cal-Neva's role.
- Past President (Steve Brumbaugh) – not present, see Chapter Housekeeping above for Steve's update
- President-Elect (Dave Lentz)
 - Chapter is not incurring expenses for President and President-Elect to attend various meetings (Society and Western Division). Could we put some of those saved funds towards ExComm retreat? **Action Item**: ExComm to provide ideas to Dave.
 - Suggestion by Esther to use funds for educational and outreach purposes.

6. Committee Updates

- Time and Place (Kelly Souza) – see above
- Continuing Education (Stephanie Durkacz) – no update
- Conservation (Gary Sprague) – not present
- Communications (Lisa Thompson)
 - Status of Chapter website, newsletter, need for newsflash update, website updates
 - Website is updated as much as possible.

- Lisa doesn't have access to update page about past meetings. Working with Society IT to resolve.
- **Action Item**: Ramona to send Bylaws to Lisa to post to website.
- Lisa will update Procedure Manual once complete.
- Newsblast: Travel awards (Shawn Acuna), Outstanding Chapter award (Rob), call for membership to renew dues (Rob), Native Fish Workshop? (Damon).
- Bylaws and Nominations (Ramona Swenson)
 - Start thinking about officer nominations.
- Student Awards (Shawn Acuña)
 - Award for small grants went to Anne Holmes and Helen Kileen. Project: Accessing biodiversity of target and non-target species in California Marine Protected Areas using eDNA. Review committee determined it was most deserving, complete application and adhered to application requirements. Other applicants were notified they did not receive the award.
 - Travel award – current due date is July 10. Extend due date to July 31st.
- Merchandise (Chris Parker)
 - Online merch is not feasible due to packaging and shipping constraints. Cal-Neva also does not have online purchase system.
- Policy and Resolutions (Sheena Holley) – no update
- Finance (Wayne Lifton) – no update
- Chapter Historian (Jim Hobbs) – not present
- Awards (Zach Bess) – no update
- Outreach and Diversity (Esther Tracy)
 - Formulation of Cal-Neva statement on diversity, inclusion, and zero discrimination – need for action
 - AFS released statement of solidarity.
 - Need to include actions behind a Cal-Neva statement such as resources to educate ourselves, provide support to members, provide opportunities to the community.
 - Early engagement (For example Elementary and Middle schools), provide experiences
 - SCMBAS fundraises to sponsor teachers that participate in Trout in the Classroom.
 - **Action Item**: Esther to draft statement for inclusion, diversity, and no tolerance for discrimination. **ExComm to review**. Statement to come from Cal-Neva Chapter ExComm, not entire membership as the statement will not go out to entire membership for review.
 - Build-out of outreach function in the Chapter per President's 2020 work plan
- 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)
 - Sheepshead shuffle. Fundraising efforts went to Santa Cruz Boys and Girls Club

- Logo contest, will announce winner at upcoming happy hour
- Won Outstanding Student Subunit at Western Division
- UC Davis/Sacramento (John Liu) – not present
- Humboldt (Michelle Loftus) – not present

Next Meeting: tentatively Thursday, July 23, 2020

Action Item: Kathleen to send WebEx invite for video capability

ADJOURN (8:16)