



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

Location: Conference Call Meeting
Date: October 22, 2020
Time: 6:00 PM – 8:14 PM
Call-in: Please see e-mail notification from Dave Lentz for conference call line and password.

Meeting Minutes

1. Call to Order and Introductions (Dave Lentz)
2. Verification of Quorum (Nicole Kwan) 6:08
 - 3 elected officers & 3 standing committee chairs
 - Elected officers: Dave Lentz, Rob Titus, Jose Setka, Nicole Kwan
 - Standing committee chairs: Kelly Souza, Stephanie Durkacz, Lisa Thompson, Ramona Swenson, Chris Parker, Wayne Lifton, Zach Bess,
 - Student Sub-Units: Laura Goetz
3. Agenda Review (Dave and ExComm) – no updates
4. Focused Discussion/New and On-Going Business
 - 2021 Meeting Planning (Dave)
 - Presidents (Young, Titus, Lentz) gathered and agreed on doing a virtual conference, as WDAFS & Society are developing options for virtual platforms
 - Redistribution of Budget Line Items for ExComm Travel in 2020
 - For remaining funds there were a variety of suggestions including:
 - Moving it into the 2021 budget discussions
 - Putting it towards future grants
 - Funding the 2021 conference since it may be harder to get sponsors for a virtual platform
 - Making the virtual conference the best it can be (giving back to membership)
 - Saving it as a rainy day fund for future annual meetings
 - Kelly noted that hotels are changing the way they operate in response to COVID and may not be able to meet CA reimbursement rates in the

future for workers attending conferences; additionally, we might have to go virtual for a while or at least provide the option in addition to in-person, which would be an added cost. Another strategy would be to consider targeting cities with higher state allowances, to potentially increase the number of hotels responding to our RFP.

- From August meeting: supporting education programs or hosting a free virtual annual meeting
- Decisions are deferred to discussions for the crafting of the 2021 Chapter budget
- Future Meeting Planning (Kelly, Ramona)
 - Might be worthwhile to survey membership about comfort level in attending as well as what people want and do not want in a virtual meeting
 - Concerns that people will not know how they feel until next year
 - Even a recent well-run virtual meeting still had much lower turnout than usual though they did pick up some new folks that could not attend in the past
 - Local people might want in person while others further away may prefer virtual
 - Updates on impact of COVID on employment
 - Stephanie (federal) shared that federal side has had no furloughs that she is aware of
 - Dave (state) shared that salaries were decreased by 9.3% but no furloughs that he is aware of
- Chapter Housekeeping
 - Procedures Manual
 - Steve incorporated all the comments that he received and reiterates that this is a living document. The past president will have the responsibility of annually updating it as needed
 - Ramona moves for ExComm to adopt the procedures manual, Rob seconds
 - Discussion (Rob): Manual is in really good shape but will need more work to keep it up to date and current
 - Opposed: none, abstentions: none, motion passes
 - **Action Item:** everyone please go to our website before next month and look at bylaws about operations of the chapters meetings (Article 10) and specifically calls into Robert's Rules of Order

- Dave interprets this as being specific to the annual chapter business meeting but not ExComm and wants to know if everyone interprets the same. Dave will also send out Robert's Rule for Small Boards for everyone to consider, maybe it would fit better for our ExComm meetings (small board = ~20 or less)
- Comment from Rob: at AFS leadership meeting there was a segment talking about Robert's Rules and is not sure if our proceedings fall under society-wide guidelines but thinks we have been conducting it this way
- Oregon bylaws states that Roberts Rule's applies to all meetings
- Article 10 in our chapter bylaws references these rules
- If we make any changes we should do it in the Procedures Manual
- Using the rules for small boards might still meet the qualification for following Robert's Rules, since it is a subcategory of it
- Annual Meeting Planning Guide – not discussed

5. Officer Updates

- Secretary (Nicole Kwan) – meeting minutes & membership report
 - **Action item:** share final September meeting minutes as draft did not appear to circulate
 - As of October 10, Cal-Neva has 426 members. 4 more than last month
- Treasurer (Jose Setka)
 - Bank accounts updated as of 10/21/20:
 - Checking: \$131,847.99
 - Savings: \$38,779.92
 - Merrill Lynch: \$118,958.44
 - Asset Allocation:
 - 63.99% Equity
 - 31.83% Fixed Income
 - 4.18% Cash
 - Total: \$289,586.35
 - IEP 2020 Update
 - Total Income: \$39,383.77
 - Total refunds and payments: \$42,070.00
 - Included in the refund amount is 13 checks that are still outstanding for a total of \$9,620.00. Most of these were mailed in late August or early September. Will notify the IEP folks to ask them to cash checks. Also, there are still about 22

individuals they list as pending. Jose believes most of the outstanding checks are likely part of POs or checks that were never processed.

- Discussion: not digging into our funds to issue refunds but are using our credit of \$5,000 that we will remove from the payment of the \$14,000 in revenue from the 2019 conference (IEP is still not sure how to process this, hence why we still are holding onto it)
 - Will also subtract out of our payment to IEP the \$9 CVENT processing fee for the 2020 IEP meeting
- o Money market account thoughts: Jose likes the Merrill Lynch accounts because they are designed to weather the volatility that we may experience in the months preceding and after the election, follows things nicely and he does not think we should move anything around right now
- o 2019 taxes complete, we did not owe taxes, signed final return, just waiting on confirmation
- President (Dave Lentz)
 - o WDAFS Update
 - Mid-year meeting was held virtually from October 16th - 17th
 - Full agenda, great deal of activity related to everyone's virtual meetings
 - Western division doing all virtual meeting in May 2021 and all other chapters will be going virtual as well in the late winter/spring
 - Oregon and Idaho chapters have figured out a lot of their logistics including prerecorded presentations with some live Q&A and a few other live components
 - Both doing fundraising and sponsorships: Idaho using HandBid to run an online auction and Oregon is doing something similar with a different platform – we are following up with the Idaho group about their fundraising efforts
 - We still have raffle prizes left but do we want to incur costs of shipping things?
 - Oregon is going to use CVENT to host its virtual meeting and Idaho working on getting Confex - which organized the society's annual meeting (WDAFS is looking into whether they get a package price to use Confex to service other chapter's meetings)
 - ~\$3,000-5,000 to host depending on format and options (live, prerecorded, etc.)
 - We need to get our chapters planning meeting up and running

- **Action item:** volunteer for our planning committee if interested by letting Matthew Young know
- Cal-Neva ExComm “retreat”
 - **Action item:** tentatively hold first weekend of December (5th-6th) for the retreat
 - May be able to use Regional San’s GoTo Meeting software – Lisa will check on this
 - Might want to have the retreat split as two 4 hour virtual meetings
- Past President (Rob Titus)
 - Has put slides for 2020 Chapter business meeting into one file and is writing the narrative but has not recorded yet, should finish by the end of the month
 - Kelly asked Rob to be less committal about the venue locations since it’s less certain that we will be able use those venues given the current budget/covid/hotel/travel circumstances
 - Afterwards, we could share it possibly through the website or YouTube
- President-Elect (Matt Young) – not in attendance
 - Email update extending the invitation to join the 2021 meeting planning committee, sent by Matt

6. Committee Updates

- Time and Place (Kelly Souza)
 - 2021 meeting dates were planned based on timing of SFR, IEP/BDSC, not spring breaks of university students
 - For 2022 Tenaya Lodge might honor our RFP and we could reach out for dates in March (that work with spring break). Dana Stoltman (SRF) and Christine Joab (IEP) have been contacted and neither have set 2022 dates yet
 - Kelly concerned about attrition rates if we do not have 300 people use the rooms – thinks a survey to membership could be really useful to assess this
 - This meeting might need a virtual component too
 - Ramona liked the idea of getting out ahead of other events that will also be delayed and rescheduling during an impacted 2022 event season.
 - We would need to have a solid contract that is protective of the chapter and would possibly like to ask Society to review it this time around, given that new clauses resulting from Covid measures, may be in play.
 - Agreement to move forward to try and reserve the space. Kelly will reach out to HelmsBriscoe and ask them to check on the week of 3/20/2022 at Tenaya Lodge

- Continuing Education (Stephanie Durkacz)
 - Emailed people who were going to host 2020 continuing education sessions to see who would be interested in hosting sessions at the 2021 meeting
 - Laura Mitchell and Vanessa Tobias interested in helping with a continuing ed course for 2021 meeting
 - Shivonne Nesbit with NOAA (who was going to give an ESA course) has not gotten back yet
 - **Action item:** Dave will ask Idaho and Oregon what they are planning to do at their meetings
- Conservation (Gary Sprague) – not present
- Communications (Lisa Thompson)
 - Has been updating chapter website with new job announcements
 - The last newsletter was in May, then news blasts in June and August
 - Lisa will put together a newsletter + save the date news blast to share on Nov 14/15 or 21/22, based on when Matt schedules a planning committee meeting/when he wants to share the 2022 meeting dates
 - Share national award for Outstanding Large Chapter (9/22) (Rob & Lisa)
 - Include messages from new and outgoing officers (Rob & Dave)
 - Action item: Rob and Dave complete this in next 3 weeks
 - Include call for nominations (Ramona)
 - Include memoriam for Dr. Serge Doroshov (see Shawn's email to ExComm)
 - Include call for abstract/save the date (Matt)
- Bylaws and Nominations (Ramona Swenson)
 - 2021 election for president-elect and a treasurer
 - Asks that everyone think about folks who may be good candidates, both from outside and within the Chapter
 - Add call to nominations to Lisa's news blast
- Student Awards (Shawn Acuña) – not present
- Merchandise (Chris Parker) – had to leave at 7pm
- Policy and Resolutions (Sheena Holley) – not present
- Finance (Wayne Lifton) – not present
- Chapter Historian (Jim Hobbs) – not present
- Awards (Zach Bess)
 - Happy to help with awards for 2021 meetings
- Outreach and Diversity (Esther Tracy) – not present

- Native Fishes (Damon Goodman) – not present

7. Student Subunit Updates

- Santa Cruz Monterey Bay Area (Laura Goetz)
 - Getting ready to sponsor 10 teachers for Trout in the Classroom and gathering volunteers to support the teachers (undergrad and grad students)
 - Making online classroom materials for CDFW
 - Gearing up for the quarter and moving things virtually
 - Might have a Wikipedia editing event to checking accuracy of information, more information to come
- UC Davis/Sacramento (John Liu) – not present
- Humboldt (Michelle Loftus) – not present

8. Next meeting: Thursday November 19th, 2020

- Dave or Nicole to send out invite, may use new platform

ADJOURN 8:14