



## California-Nevada Chapter of the American Fisheries Society Executive Committee Retreat

Location: GoToMeeting  
Date: December 5-6, 2020  
Time: December 5<sup>th</sup>: 1:00 PM – 4:55 PM  
December 6<sup>th</sup>: 1:00 PM – 5:00 PM  
Call-in: Invitation link in Lisa's email

### Meeting Minutes December 5<sup>th</sup>

1. Call to Order and Introductions (Dave Lentz)
2. Verification of Quorum (Nicole Kwan) – 1:05
  - 3 elected officers and 3 standing committee chairs
    - Elected officers: Matt Young, Dave Lentz, Jose Setka, Rob Titus, Nicole Kwan
    - Standing committee chairs: Andrew Hampton, Jim Hobbs, Esther Tracy, Gary Sprague, Kelly Souza, Lisa Thompson, Ramona Swenson, Stephanie Durkacz, Wayne Lifton
    - Student Sub-Units: not present
3. Agenda Review (Dave and ExComm)
  - Ramona added a request to discuss boosting diversity and inclusion for the 2021 officer elections
4. President's Plan of Work 2021
  - Dave shared his President's Plan of Work for Oct 2020 – Sep 2021 and described each of the priority items listed in the document
    - Ramona offered to help Dave with the Chapter Strategic Plan
    - Jose mentioned that the Chapter will need to put a lot of thought and effort into 1. gaining membership during a year without an in-person meeting and 2. being a leader in diversity and inclusion (D&I) – these should be high priority items for the Chapter
    - Rob agreed with Jose's comment and stressed the need to keep up the momentum that started with the Reno meeting while adapting to the new environment we are working in
    - Gary agreed with adding D&I to the work plan

- Esther thinks maybe a D&I outreach plan could be a separate document that is referenced in the president's work plan and Rob offered to help her with something like this in the future
  - Kelly agrees that such a plan would provide a useful reference for members of the ExComm and Chapter to begin acting on. Jose agreed with having the Chapter put together something that others can follow
  - Dave mentioned that D&I planning should be included in the Strategic Plan
- **Action:** Dave will add D&I as a priority in his work plan

5. 2021 Budget Review (Jose Setka, Dave, Rob, ExComm)

- Dave shared budget spreadsheet that was sent out to the ExComm
  - **Action:** Jose will talk to Dan Cassidy at HQ to determine how the rebate will work next year
  - Rob remarked that we are holding our membership right now while many other societies are declining but we need to continue pushing membership
  - Ramona asked for clarification of headers, Jose confirmed they are based on calendar year
  - Usually the budget is projected out 2 years, but Dave feels that might not be as appropriate right now given the impact of COVID
  - Jose is going to plug in some of the 'actuals' from 2020 to help inform the budget for the second day
  - Esther suggested adding \$500 into the budget for outreach and diversity – type items
    - An example might be a translation service to promote inclusivity
    - Jose adding this to the proposed budget under Miscellaneous section
    - Ramona suggested adding to the budget registration help for those whose employers will not cover them, with a D&I focus
  - Multiple members brought up various other items that Cal-Neva has contributed to (ex: conference coffee breaks, etc.)
  - Stephanie asked if there was money for continuing education instructors at the annual meeting. Matt and Dave confirmed this was included in the proposed annual meeting budget
  - Dave brought up whether we should include in the budget funds to send officers who were not able to attend the national in-person meeting in 2020 to the 2021 national meeting
    - ExComm agrees with this, adding as a new item in the budget

- Lisa brought up past meeting minutes that highlighted other plans with some of this money
- Jose putting this and other new items in for now, and can then evaluate if the total is acceptable on the 12/6 vote
- o Jose found that no distributions were made to the student sub-units in 2020 and is wondering if ExComm should increase the distribution in 2021 to account for this (usually \$500, should we do \$1000 for 2021); does not believe there is any tax-related implications to doing this one way or another
  - Nicole agrees we should budget for \$1000 each as it would make a big impact for the student sub-units
  - No objections to budgeting the higher amount but no decision made on whether to spend it or not.
- o Updates were made to the travel grants budget line item
- Ramona suggested creating a budget template with notes about what line items are static and can be carried over, etc. to ease future budget planning

**Break 2:50 – 3:05**

6. 2021 Meeting Planning (Matt Young and ExComm)

- CVENT contract in place now with a \$4,900 price tag + \$3.06 fee per registrant
  - o There would be an extra fee for having live tech support on hand during all the sessions but we can make that decision later depending on size of the meeting
  - o Esther asked about whether the basic price tag includes closed captioning
    - **Action:** Matt will look into if close captioning is included
  - o HQ and Oregon Chapter has templates available for using this platform that they have offered to make available to the chapter.
- Draft budget total \$10,170
  - o Matt went over his draft budget spreadsheet
  - o Jim clarified that the 'bank fees' from previous conferences generally related to credit card fees and other things that might not apply to a virtual meeting
    - Matt is going to leave it in as an expense just to be safe
  - o Stephanie asked about what the Chapter generally offers continuing education instructors. In the past for federal and state employees the agency usually covers the time and there might be issues with ethics in employees accepting anything; might just offer free registration
    - **Action:** Stephanie will follow up with some more research and will touch base with Matt when she learns more

- Sources of income: funding and fees; Matt has not included sponsorship yet
  - Does not expect much from merchandise
  - Maybe a small amount from raffles and fundraising
  - **Action:** Matt will follow up with Jim and Eva Bush for advice on past donors
- Assuming 70% attendance compared to usual years
- Proposed rates:
  - Student \$15 early/ \$25 late
    - Kelly suggested making separate member and non-member rates to incentivize becoming Chapter members
  - Young professional/retiree \$50 early/ \$75 late
  - Member \$75 early/ \$100 late
  - Non-member \$100 early/ \$150 late
- With these assumptions, the Chapter would net ~\$4,800
- One big question mark is vendors
  - Lisa mentioned that other vendor-focused conferences have had a hard time with this and that vendors might not be very interested in a virtual platform
  - Ramona has noticed that some private firms may not want to contribute as much to virtual platforms
  - Andrew mentioned the possibility of have a vendor “sponsor” a film showing and allow 10 minutes beforehand for them to discuss what they wish
- Theme and program development
  - Theme: diversity and inclusion
    - Student involvement
    - Social engagement (mixers, events, student-mentor activities)
    - Highlighting diversity of our chapter (geographic, species, stakeholder, social)
  - Jose suggested having a plenary speaker who focuses just on the topic of D&I
  - Esther suggested a discussion regarding unconscious bias
  - Rob suggested also looking at diversity within the fisheries science profession in general by bringing in factions of the profession that have gone by the

wayside in terms of Chapter involvement and discussions (gave the example of fish hatchery professionals)

- Ramona added that we could try and boost marine involvement

- 2021 Cal-Neva Chapter Business Meeting (Dave)
  - Will need some time during the annual meeting for a business meeting with live Q&A portion
  - Matt suggested that scheduling with CVENT should be easy
  - Rob suggested having it as lunchtime or happy hour event
  - Rob has no update on the 2020 Business meeting – probably will have more time after finishing teaching Sac State semester

## 7. Officer Updates

- Secretary (Nicole Kwan) – meeting minutes & membership report
  - October meeting minutes were approved
  - No new updates on membership; 428 as of November 10
  - Nicole asked ExComm if they would be amenable to sharing draft meeting minutes via Google Docs so multiple people can edit at the same time
    - It was determined that some in the ExComm have issues editing in this platform
    - Nicole suggested that instead, ExComm members should send any meeting minute updates they make to all members, that way the next person who plans to make changes can edit the most up-to-date version; this will make it simpler to ensure everyone's changes and comments are incorporated into the final meeting minutes
- Treasurer (Jose Setka)
  - Suggesting monthly warrants update for Treasurer to ~~sent~~send out to ExComm
- Past President (Rob Titus) – no update
- President (Dave Lentz)
  - Society has entered into a contract with CVENT for AFS units to use to host meetings
- President-Elect (Matt Young) – no update beyond 2021 meeting items listed above

## 8. Committee Updates

- Time and Place (Kelly Souza)
  - Two sets of dates when the Tenaya Lodge can honor half a room block at the state reimbursement rate:
    - Feb 13 – 17 (Sun-Thurs) or

- The ExComm agrees that this is the best date
  - Feb 22 – 26 (Tues – Sat)
    - This might be an issue for travel on the holiday
  - Tenaya can offer 3 rooms at \$89/night for a site visit
    - Kelly would like to do the site visit soon; Dave, Gary, and Ramona may be interested in joining
      - **Action:** Kelly will follow up with the others interested in potentially joining a site visit
- Continuing Education (Stephanie Durkacz)
  - Stephanie has been working on continuing education for the 2021 annual meeting

## ADJOURN 4:55

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### Meeting Minutes December 6<sup>th</sup>

1. Call to Order and Introductions (Dave Lentz)
2. Verification of Quorum (Nicole Kwan) – 1:05
  - 3 elected officers and 3 standing committee chairs
    - Elected officers: Dave Lentz, Jose Setka, Matt Young, Rob Titus, Nicole Kwan
    - Standing committee chairs: Gary Sprague, Lisa Thompson, Wayne Lifton, Andrew Hampton, Esther Tracy, Stephanie Durkacz, Kelly Souza, Ramona Swenson, Jim Hobbs, Zach Bess
    - Student Sub-Units: not present
3. Agenda Review (Dave and ExComm)
  - Will finish committee updates and then circle back to items leftover from the budget and 2021 meeting planning discussion
4. Committee Updates Continued
  - Conservation (Gary Sprague)
    - The AFS Western Division Resource Policy and Environmental Concerns Committee (RPECC) is getting active. Bob Hughes has been appointed as the Chair. Todd Pearsons (WDAFS Pres.) has asked the RPECC to identify at least three of the most important environmental concerns in the Western Division

and develop a schedule and plan to comment on them. Initially, Gary identified a couple of things for discussion:

- Recovering America's Wildlife Act
- Fish passage around dams that block access to historic habitat
- Pebble Mine
- Should we engage in the PFMC process?
- **Action:** Gary would appreciate any input on these discussion topics at the January ex comm meeting
- Communications (Lisa Thompson)
  - Chapter website is up and running and the last newsletter went out before Thanksgiving
  - Officer page is up to date
  - Lisa will update annual meeting webpage once we have more info about registration and abstract submission
    - Another newsblast should accompany this
  - Ramona suggested we update pictures on our scroll
- Bylaws and Nominations (Ramona Swenson)
  - Prepare for 2021 elections of President Elect and Treasurer
    - Esther recommended sharing on Facebook and LinkedIn to get a more diverse candidate pool
  - Election run happens before the annual meeting and the votes are announced at the Business meeting
  - Ramona stressed that it might take multiple asks to get people involved, so it is better to start now than to wait
  - **Action:** Everyone should reach out to people they think might be interested and provide names to Ramona so she can reach out as well
- Grants (Shawn Acuña) – not present
  - Dave mentioned having student travel grants be available for virtual meetings and that the small grants program should be announced to the membership sometime around January
- Merchandise (Chris Parker) – not present
  - Dave mentioned that we have extra merchandise that we have on hand
  - Lisa mentioned that it might be easier to have some sort of emailed gift certificate option for the 2021 virtual meeting to get around shipping

costs/labor or give out raffle tickets for a social event and then have some prizes to mail to a smaller number of people

- Matt, Andrew, and Stephanie liked the idea of giving out raffle tickets for 2021
  - Kelly and Dave suggested an idea of giving out some sort of raffle ticket for redeeming a really good prize in 2022 that could also incentivize attendance at the next meeting
  - Dave brought up the GiveSmart package and the option of doing a 50/50 raffle (however, GiveSmart would cost \$250)
  - Action: Matt will take these ideas back to the meeting planning group and discuss with them.
- Policy and Resolutions (Sheena Holley) – not present
  - Dave brought up Sheena’s previous mention of writing a letter in support about the Klamath Dam removal and mentioned waiting to see what is in the January Governor’s budget
    - Gary agreed that we could write a letter if we see it is not included in the budget that goes to the legislature. Matt added that we would need to do this in a timely manner
- Finance (Wayne Lifton)
  - Wayne and Jose have been tracking the markets in terms of volatility and so far the market has been good
  - Wayne offered his help to Jose with financing and the budget
- Chapter Historian (Jim Hobbs)
  - Jim has been working on a spreadsheet documenting the history of the ExComm and committee members; there are some years in the last 20 that are still missing some information
  - Jim requested any documents that need to be added to the Google Drive can be sent to him or can be added directly (ask Jim to share it)
  - Dave mentioned chapter presentation for the annual meeting at Baltimore as part of 150<sup>th</sup> anniversary of Society event
- Awards (Zach Bess)
  - Zach is working with Damon Goodman about planning for the Peter Moyle award and nominations – will make the due date for nominations the Friday before Jan 21<sup>st</sup> ExComm meeting
  - Zach reiterated point from last meeting about having nominations be smaller, just a few sentences rather than a whole page



- Zach will send a call for nominations to Lisa for distribution through constant contact and will post this on the Facebook page as well
- Nominations will go to the AFS chapter email address (which Dave manages)
- Zach and ExComm discussed the awards budget and what those awards generally cost. Overall ExComm agreed that they appreciate awards that people will put on their wall and pass along, such as Tomelleri prints. \$500 would be a good budget for a lifetime achievement award
- Outreach and Diversity (Esther Tracy)
  - Esther suggested strategies for folks to use when asking for help pronouncing names they are unfamiliar with so they can be inclusive and sensitive
  - Esther mentioned the travel grants for tribal members for future annual meeting
  - Esther had emailed out a solidarity statement to the ExComm ahead of this retreat
    - Dave suggested talking about the statement now but giving more time until the January meeting before taking action on it
    - Kelly asked where this will go and Esther clarified this would go out in a constant contact message. Kelly also mentioned that she was not sure about the Einstein quote but definitely wants to include at least one actionable item (e.g. creation of an engagement plan).
    - Ramona wondered whether we could put our statement in context of a Western Division statement
    - Lisa suggested that we could add a space on the membership page or add a new page for this statement and future action
      - Nicole mentioned that creating its own page would light the fire to stay active with this discussion and put out updates on actionable items; though maybe it is best to wait until we have taken more action
      - Esther prefers the idea of putting it on the membership page for right now and then creating its own page as we move forward with some of the actionable items
    - Matt suggested highlighting some more fisheries-specific resources (articles, etc.) and sent Esther a Fisheries article on D&I
      - Dave shared that the SCMBA sub-unit is going to be reviewing that article (Penaluna et al. 2017) this week
    - Zach mentioned changing the word 'micro-aggression' to 'faux pas' to highlight that you can be offensive without intended aggression. Kelly, Ramona, and Nicole agreed with this

- This statement should be followed with a session or talk at the 2021 meeting. Ramona mentioned following up with the people who put together the IEP Diversity session a few years back
- **Action:** Esther will send an updated version of the solidarity statement out within a week
- **Action:** ExComm members should review the solidarity statement before the January ExComm meeting and provide feedback
- o Esther mentioned that she will be working on the outreach plan for 2021 and wants to make sure future outreach is inclusive and would be happy to have help
- o Discussed possibility of a survey looking at the demographics of the chapter's members, as happened in the past: (membership, 73 responses: 77% white (58% male); 10% Asian; 1% African-American)
  - ExComm discussed the value of gaining this information and how it can be used as a tool to help the Chapter improve but also how we should put more focus towards better outreach and changing our membership profile for the future instead of just surveying it
- o Kelly pointed out the Chapter has been more passive and waited for opportunities to fund or help with outreach activities to come to it, rather than actively reaching out to a diverse community
  - Matt suggested tapping into organizations and groups that are already trying to make these kind of connections
  - Jose agreed that plugging into organizations that already have programs in place would be ideal
  - Rob brought up a career day or week at schools as an opportunity to reach out, maybe the Chapter could create a PowerPoint and facilitate access to fish for parents to bring in for these sort of events. Catching kids by middle school age is important
- Native Fishes (Damon Goodman) – no update

#### 5. Student Subunit Updates

- Santa Cruz Monterey Bay Area (Laura Goetz) – not present
  - o Dave shared that they will be reviewing the Fisheries Diversity article
- UC Davis/Sacramento (Kim Luke and John Liu) – not present
- Humboldt (Michelle Loftus) – not present

**Break 3:15 – 3:25**

6. 2021 Budget Review Continued (Jose Setka, Dave, Rob, ExComm)

- Jose made updates to the spreadsheet that were discussed during the first day of the retreat: added some general estimates to 2022, updated actuals for 2019, updated IEP costs/income, added 2021 estimated annual meeting expense, doubling sub-unit contributions for 2021, added expense for officer travel to virtual Western Division meeting, outreach events
  - Asked about “other expenses” line item and whether that needs to be carried over
    - Kelly thinks it might be for meeting venue deposits
    - Wayne found that this line item came from a contingency item in past budgets and suggests leaving it in as such
    - Jose changed the line item to ‘unexpected expenses’
  - ‘Books and Publications’ line item was discussed and the budget there was moved to outreach
- ExComm group discussed goal of planning the budget so that meeting expenses are covered by the annual income to make sure the Chapter can weather any big losses
- Wayne moves to approve the budget, no one opposed, Rob abstained (due to potential conflict of interest with travel to national conference in Baltimore), motion adopted. Budget can now move forward to membership for final approval

7. 2021 Meeting Planning Continued (Matt Young and ExComm)

- Next planning meeting 6pm Dec. 17<sup>th</sup>, Matt will send an email with this update
- Matt went over some feedback he has heard so far: Stephanie suggested discounting continuing education for students
- Dave suggested Matt get in touch with Emily Chen who helped organize the student colloquium for Western Division and see if we could adapt some of what she had put together
- Esther suggested (and offered to help with) putting together a flier with the prices and information and make sure the members who are professors have time to get this information to their students as early as possible so they can seek out funding in advance
  - Dave added that it would be good to reach out to student groups at schools that do not have student sub-units. Matt suggested directly contacting departments
  - Rob will mention to his class at Sac State
- Matt verified with Zach that the student rate of \$15 should not be prohibitive
- Nicole will look into how to host a virtual spawning run, maybe using Strava

- Lisa asked Matt when he projects sending a call for abstracts; Matt thinks this may happen by the meeting in mid-December
- Dave confirmed with Jose that they could use the Chapter VISA card to pay for CVENT
- Matt will work out using Zoom for future planning meetings

8. Next meeting:

- 2021 Meeting Planning December 17<sup>th</sup>
- ExComm January 21<sup>st</sup>

**ADJOURN 4:29**