



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

Location: Zoom Meeting
Date: August 18th, 2022
Time: 6:11 – 7:30pm
Call-in: See Zoom Invitation

Meeting Minutes

1. Call to Order and Introductions
2. Verification of Quorum (Nicole Kwan) – 6:05
 - 3 elected officers and 3 standing committee chairs
 - Elected officers: Matt Young, Jose Setka, Nicole Kwan
 - Standing committee chairs: Gary Sprague, Andrew Hampton, Katie Osborn, Wayne Lifton, Ramona Swenson, Zach Bess
 - Student sub-units: not present
3. Agenda Review (Matt and ExComm)
4. Focused Discussion/New and On-Going Business
 - 2023 Meeting
 - Kick-off meeting for 2023 meeting took place last week
 - Kelly is looking into extending the meeting by a day if the hotel can be used on Saturday to free up the schedule and alleviate some of the travel timing concerns
 - Miranda is moving forward with thinking of a theme and some of the large-scale conference details
 - Matt shared a timeline for various conference prep tasks, calls for abstracts/symposia will go out late Sep/early Oct
 - Field trip opportunities are being discussed

- Andrew has reached out to gyotaku artists about potentially leading a printing session
 - **Action:** 2023 annual meeting planning committee meetings will be the second Thursday of each month at 6pm, if you are interested in participating
- Committee chairs and bylaws
 - Katie Osborn will be taking over the Diversity and Outreach committee chair position
 - The Policy & Resolutions committee will be listed as vacant for the time being and the ExComm will begin actively recruiting to fill the position
 - Matt highlighted the differences between this committee and the Conservation committee roles, though Gary acknowledged there can be overlap on bigger topics/actions
 - Matt and Eva have been talking about potential language changes to Procedure Manual related to expectations for standing committee chairs
 - Currently there is no explicit expectation for meeting attendance and regular updates in the document
 - Proposing a brief addition to committee chair roles requiring ExComm committee chairs to attend at least half of regular ExComm meetings and provide an update to the President if unable to attend (even if the update is “no update”), as well as attend annual business meeting
 - **Action:** Matt will send out draft text for Procedure Manual changes before the next meeting and a vote
 - Ramona suggested a template for committee chair updates
 - Jose recommended trying to build the committees out more by getting others involved as committee members
 - Maybe ExComm could engage folks in discrete events/tasks and see if they might be interested in integrating more after those immediate needs wrap up

- ExComm will consider folding in an annual update to the listserv during officer turnover

5. Officer Updates

- Secretary (Nicole Kwan)
 - As of 8/18, membership is up to 354 (348 in July)
 - Nicole is meeting with Mollie this weekend to go over Secretarial role so she can take over in September
 - **Action:** Nicole will make sure relevant secretarial documents are moved into Google Drive folder for archiving and access
 - ExComm voted to approve the July meeting minutes
- Treasurer (Jose Setka)
 - Account balances
 - Bank of America Checking Balance as of 8/18/2022: \$59,354.45
 - Bank of America Savings Balance as of 8/18/2022: \$38,787.05
 - Merrill Lynch Balance as of 8/18/2022: \$172,267.76
 - Total: \$270,409.26 (increase of \$3,379.20 over July 2022)
 - Only outstanding balance from the annual meeting is from DWR for \$4,470
 - IRS has confirmed they received the request regarding the 2020 tax filing issue but continue to say they have not had time to work on it yet
 - Will begin working on the 2021 filing and looking into new tax preparers, for which the Chapter received an exemption
 - Checks: sometimes checks don't get cashed (folks move addresses, hard to contact, etc.); lack of giving out in person had been an added challenge
 - Jose suggested considering an electronic way of distributing money, which maybe could be tied into updates to the Procedure Manual
- President (Matt Young)
 - No Western Division meeting this month since they will have it at the Spokane meeting coming up

- Spokane meeting will include various workshops aimed at Chapter leadership; Matt will attend and report any relevant notes to Eva
 - Matt submitted the Chapter report card, thanks to those who contributed and provided input
 - Minor housekeeping:
 - Chapter has been paying for a Zoom account and will continue to do so
 - Matt has looked into password management accounts, will likely come at a cost to utilize a service that allows for multiple users but will be much more efficient than trying to track down passwords as officers change over
 - Many other division chapters are moving their online and data storage to enterprise vendors, such as paying for a business Google Drive account
 - Matt is unsure if we have enough material in our drive to need a business account yet, but something to consider for the future possibly
 - **Action:** Matt will be reaching out to officers and committee chairs who have materials on the Google Drive to help organize things better
 - Nicole suggested wrapping some sort of standards for document archiving into the Procedural Manual updates and providing an overview of the drive at ExComm meetings, maybe during officer turnover
 - Past President (Dave Lentz) – not present
 - Matt will be taking the reigns on the Strategic Plan update as part of the officer transition
 - President-Elect (Eva Bush) – not present
6. Committee Updates
 - Time and Place (Kelly Souza) – not present

- Kelly is looking into potential changes to venue timing for Long Beach and will be looking into a new company to help find/secure future meeting venues
- Continuing Education (Cynthia LeDoux Bloom) – not present
 - Planning for Long Beach educations and field trips, will provide an update at the next planning committee meeting
- Conservation (Gary Sprague) – no update
 - Matt shared that the Chapter email received a message from a nonprofit regarding restoration work
 - **Action:** Matt will forward the nonprofit's email message to Gary
- Communications (Kathleen Berridge) – not present
- Bylaws and Nominations (Ramona Swenson)
 - New officers coming in next month
 - Looking for any thoughts on how to recruit/cultivate and develop someone that can carry out the Treasurer role in the future
 - Ready to help Matt with the Strategic Plan updates
 - Consider having past-presidents participate in the Bylaws and Nominations committee; Matt is onboard to help with this
- Grants (Shawn Acuña) – not present
 - Shawn and Jose are distributing the mid-year travel grants
- Merchandise (Chris Parker) – not present
- Exhibits/Fundraising (Andrew Hampton)
 - Update covered in 2023 meeting agenda item
 - Andrew will start with looking into donors, starting with the list assembled from last year
 - **Action:** Andrew would appreciate any potential contacts for donors in southern California
 - Ramona suggested checking in with Cabrillo Marine Aquarium
- Finance (Wayne Lifton)
 - DOW is coming back up

- Past activities that the Chapter usually would contribute to may be starting to kick off again after years of COVID dormancy
 - May want to plan for this in the budget and get reinvolved in order to publicize the Chapter and gain more interest/membership
 - Jose thinks planning ahead for event spending and donations would be useful and potentially committees could work together to strategize what to direct Chapter funds to in given years
 - Ramona suggested the Strategic Plan exercise could help focus vision and investment for each year; maybe think about how the investment account could be used similar to an endowment to support these initiatives
 - Jose suggested planning long term budgets around when the Chapter helps host the National Meeting
 - **Action:** Matt will look into when the Chapter will help host the national meeting next
- Policy and Resolutions (Vacant)
 - Matt has not had success receiving a response from the prior chair so ExComm is considering this position vacant and will begin looking for a new chair
- Chapter Historian (Jim Hobbs) – not present
- Awards (Zach Bess)
 - **Action:** Zach will send out revisions for award language descriptions for a vote during the September ExComm meeting
 - Zach is going to follow up with the Native Fishes committee regarding renaming of the Native Fishes award
 - Ramona suggested the possibility of breaking apart a marine and freshwater centered award
 - If this were to occur, Wayne suggested having the two awards alternate

- Matt and Ramona suggested focusing award namesakes to those that have also been involved in AFS
 - Matt suggested having a nomination to go along with any award name changes announcements
- Outreach and Diversity (Katie Osborn)
 - Katie is getting up to speed with Chapter emails and materials
 - Thinking about the kinds of events that could happen in the future
 - Potential idea would be to join a coastal clean-up day
 - Matt suggested aquarium set up at an event like a coastal clean up (similar to tanks at Picnic Day)
 - UCD sampling programs were suggested for acquiring fish from the Delta
 - Would be good to have some materials to pass along to any attendees
 - Katie is going to try and recruit a colleague that used to be active in the Western Division Diversity & Inclusion group
- Native Fishes (Damon Goodman) – not present

7. Student Sub-Unit Updates

- Santa Cruz Monterey Bay Area (Emily Nazario) – not present
 - Jose and Matt have been in contact with this subunit as they set up a bank account
- Davis/Sacramento (Kim Luke) – not present
- Humboldt (Z Zenobia) – not present
 - The new semester starts in a week and a half so the subunit will be getting back in the swing of things very soon
- Irvine (Matea Djokic) – not present
- San Luis Obispo County (Hayley Mapes) – not present

8. Next meeting: Tentatively scheduled for September 15th, 2022

ADJOURN 7:30