

Colorado/Wyoming Chapter of the American Fisheries Society
2017 August ExCom Meeting/Conference Call Minutes
August 4, 2017
WGFD Laramie Regional Office
528 S Adams Street
Laramie, WY 82070

Notes: Jason Burckhardt

Attendees: Kevin Gelwicks (President), Eric Fetherman (Vice President), Jason Burckhardt (Secretary/Treasurer) Rick Henderson (Past-President), Bryan Maitland (UW student sub-unit President), Stephen Siddons (Raffle Committee chair).

Kevin Gelwicks (President)

- Kevin called the meeting to order at 9:05 am. A quorum was determined as all Excom members and one student subunit representative was present. The agenda was reviewed and there were two additions to the agenda under the annual meeting topic: (1) Discussion of student registration costs and (2) the potential for a citizen science symposium.
- The officers were advanced.
- Eric moved to approve the 2017 annual business meeting minutes seconded by Rick.

Discussion of FY17 Treasurer's Report (Eric Fetherman)

- Revenue exceeded projections again in the 2017 budget. Much of the increased revenue was due to the use of the Square for the raffle. There was also higher attendance than projected with 160 individuals at the 2017 meeting with only 120 projected.
- There was discussion of the use of Square for raffle and other purchases at the annual meeting.
- Our parent society refund was \$285 last year and is \$285 again this year.
- The 123 Signup was \$1,380, and our projected cost was \$987.
- Eric discussed how revenue was split between the CO/WY and UT Chapters. There was a 40/60 split on food and the student social (based on registration from the chapters) and a 50/50 split on gifts, auction, raffle, and continuing education.
- Only \$348 of the \$2,000 mentoring budget was dispersed for FY17. This budget has been under utilized as those funds can be utilized for gas, per diem, and textbooks, and has also been used for meeting registrations.
- Kevin moved to approve the FY17 Treasurers' Report. Rick seconded.

Discussion of FY18 Budget (Kevin Gelwicks)

- Kevin followed the conservative model from the past several years in developing the FY18 budget. It was based on an estimated 150 members attending the 2018 meeting.
- The budget surpluses in the past several years have been due to higher than projected attendance, donations and raffle proceeds..
- Rick mentioned that we have been under estimating the annual budget by \$11,000 (approximately 30%). Rick called some past presidents, Ann Widmer and Mark Smith, and found that we have been seeing an increase in the number of participants from 5 years ago.
- Rick said that Ann is much smarter and better with numbers and she recommended that other organizations typically under budget by 10%.
- Rick suggested using the average number of participants and donations and raffle income and create a budget that is based on **90% of the average over the last four years** to determine how many people to budget for the upcoming meeting.
- All Excom members agreed that this formula is probably more realistic and less arbitrary than guessing the number of attendees at the upcoming meeting.
- Kevin will utilize this formula and update the FY18 budget and send to Rick.
- Rick will work with the budget committee utilizing Kevin's revised budget to finalize the FY18 budget.
- Kevin pointed out some of the deadlines for budget review and development and recommended Excom familiarize themselves with those deadlines for their own budget development.

- Rick pointed out that we used to report on income from raffle, registration, and donations separately and suggested we should report those three in the future to clarify income sources.
- Rick discussed the spreadsheet used to generate the budget for the annual meeting.

Bryan Maitland (UW Student Sub-unit President)

- UW-New group of officers: split the President Kara Wise (fall) and Jake Ruthven (spring), Vice President Brian Hickerson, Secretary Alex Frauendienst, and Treasurer Brody Garner. Added 15 new undergraduates, updating membership database (currently 50 members), increasing social media presence (Facebook and Twitter), new logo from a logo competition, fossil hunting trip to Fossil Butte National Monument, and coordinating with CSU and CMU. TWS does a beast feast and the subunit partnered to do a surf/turf beast feast which made the subunit \$1,500 last year. Looking forward to assisting with the annual meeting in 2018.
- Rick asked how they were able to increase membership. Event presence, presenting to all undergraduate classes that they could, participating with TWS in their events, and many of the professors are requiring students to attend a few TWS or AFS meetings.
- Rick will provide Kevin with a presentation on AFS to present at the January meeting; the Society also has a presentation that can be used.

Committee Reports

- **Continuing Education** - No topics for the next meeting have been discussed. If there are any ideas please share them.
- **Arrangement**-Beth Bear will be doing Arrangements again for the 2018 meeting.
- **Archivist**-Chapter Archivist Lori Martin submitted the following report:

The Chapter's Archive Committee files and organizes the records of the Chapter as outlined in the Chapter's procedure manual. In addition, the Committee also provides the annual Chapter meeting proceedings to the libraries at Colorado Mesa University, Colorado State University, and the University of Wyoming. The 2017 meeting proceedings for the Chapter's joint meeting with the Utah Chapter have been provided to the three libraries previously mentioned.

During the Chapter's 2017 Annual Meeting, Greg Anderson provided Lori Martin with the Chapter's archived materials in Greg's possession. Greg will remain a member of the Committee, but Lori Martin will now serve in the role as Chapter Archivist.

The Committee requests that the 2017-2018 ExCom continue to provide the Committee with relevant materials throughout the year that should be maintained within the Chapter's archives.

Respectfully submitted,

Lori Martin and Greg Anderson
Chapter Archives Committee
Colorado-Wyoming Chapter of the American Fisheries Society

- **Environmental Policy**-No report. There was some discussion as to how issues are elevated to committee. Eric will send a note to the membership about how we take Chapter positions on various topics.
- **Membership**-Boyd Wright will continue to chair that committee.
- **Newsletter**-Adam Hansen and Anna Senecal will continue as co-editors of the newsletter.
- **Nominating**-Rick Henderson is now nominating chair.
- **Program**-Laura Burckhardt and Christina Barrineau will continue on that committee. We should recruit a member from CO to participate on this committee.
- **Mentoring Committee**-Steve Gale will continue as chair, and everything is going well.

2018 Annual Meeting Update (Kevin Gelwicks)

- The contract has been signed and the deposit paid. The meeting is scheduled for February 27-March 1, 2018 and will be held at the Hilton Garden Inn in Laramie.

- Brett Johnson asked about a session on Citizen Science in fisheries—There are several people at UW that may be good speakers.
- There was a discussion of a general communications in the fisheries field.
- The pros and cons of a plenary sessions were discussed-if we do have a plenary session Kevin will set it up and work with the Program Committee to implement.
- Eriek Hansen suggested we may be able to streamline the registration process for students by lowering registration costs and stop reimbursing students for work (though maintain the expectation of them working). Bryan thought it was a good idea. Various pros and cons were discussed. It would simplify the process but it may be harder to make contacts with undergraduates.
- After much discussion it was decided the chapter will charge \$10 apiece for student Society members and \$30 for student non-Society members.
- Bryan mentioned that the subunits could be in charge of collecting fees and will submit names and list of volunteers to Excom. Kevin will follow up with CMU and CSU about fee structure and process. Rick brought up the idea of helping support the young professionals, unemployed or temporarily employed, those with no support from institutions to attend. It was decided that the same fee structure as students would be appropriate for these individuals.
- Student social was discussed for the 2018 meeting. Shuttling was discussed: subunit will be renting vans to shuttle people to and from the Hilton Garden Inn and The Depot.
- A request was submitted for \$500 for the student colloquium to be held in McCall, ID, November 14-17.
 - Kevin moved to support the colloquium to the tune of \$500 taken from the ExCom discretionary fund, Eric seconded. The motion passed.
 - Bryan will look into travel cost and may submit a request to Excom for any additional funding.

Committee involvement-discussion about how to get new individuals on committees (Kevin Gelwicks)

Are there people that want to be involved that we are not reaching? Are we pulling people into the fold or are we leaning on a few individuals too much? Several avenues were discussed to get more people involved. We will bring up the various committees at the business meeting with an email follow up to find out who might be interested in serving in various roles.

- Rick recommended Tom Fresques as a potential new member of the Raffle Committee.

Old Business

- Improving the number of people that are Parent Society members. Is there a problem? Several alternatives were discussed as to how to encourage people to be Society members. As of February 2017, our chapter had 265, which is substantial compared to previous years.
- The Procedures Manual need to be updated. Rick is going to pursue updating the Procedures Manual and will distribute to Excom for review.
- FY18 professional and student grants-Rick will utilize Bobby's from last year and distribute.
- Next Excom Meeting location, date and time:
 - WGFD Laramie Regional Office Tuesday, December, 12 @ 10 am.

Other business

- Rick mentioned to the officers that there are opportunities to work within the Division and Society as a part of the CO/WY AFS Excom. Please take that into consideration.
- Kevin gave a WD AFS Meeting synopsis
 - Dan Dauwalter is the incoming President Elect.
 - Tracy Wendt is the incoming Secretary/Treasurer.
 - Brian Missildine is the incoming President and Cleve Steward is the outgoing President.
 - 2020 Meeting is in Vancouver BC.
 - Incoming CO/WY President goes to WD meeting to participate in WD Excom.
- Kevin discussed the 15 strategies and reporting tool for the Society and various activities were discussed.
 - Future Chapter Presidents should reach out to subunit Presidents to capture activities for the AFS strategies prior to the end of the academic year.
 - Excom reviewed these strategies and assisted Kevin with submission of the report to the Society.

Kevin adjourned the meeting @ 12:20 pm.