



# AFS BioEngineering Section Monthly ExCom Meeting Notes

Date Monday, February 17, 2020. 3-4 pm ET (12-1 pm PT)

Meeting: Monthly BES ExCom Meeting

Location: Conference Call Line - +1 (877) 602-3943 (Passcode 421809)

Subject: Meeting Notes

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## 1. Attendance

- Current BES Officers
  - Dana Postlewait – President (present)
  - Mike Garelo – Past President (not present)
  - Dan Giza – President Elect (present)
  - Jessica Pica – Secretary/Treasurer (present)
- BES Committee Representatives
  - Kathy Hoverman – AFS/BES - ASCE/EWRI Joint Committee Chair (present)
  - Randy Beckwith – BES Technology Committee Chair (not present)
  - Patrick O'Rouke – BES Resource Policy Committee Chair (not present)
  - Gordon Clark – BES Digital Media Chair (not present)
  - Jenna Rackovan – Ned Taft Award (present)

## 2. Call meeting to order:

- Quorum
- Approve 1/17/20 meeting notes – Dan motion, Dana second

### 3. Revisions to Agenda

### 4. Announcements

### 5. Treasurer's Report

- **Account Balances**
  - General Business Checking: \$21,123.17 (as of 2/10/20)
  - Ned Taft Award Fund: \$1,684.87 (as of 2/10/20)
- **Expenses**
  - *ACTION*: Dana to verify that AFS bills are paid (\$590 website hosting/migration) – complete 2/16/20
  - \$5 monthly maintenance fee for Ned Taft account – will investigate in future
- **Annual budget**
  - *ACTION*: Jessica to confirm with Mike what checks are for – sent 2/10/20
  - Jessica drafted budget spreadsheet starting from 4/1/16 with checks pre-dating 7/11/17
- **Account transition status**
  - Jessica and Jon Black working on signatory process.
- **Banks**
  - Dana investigated previously online banks with no minimums and 2% interest
  - *ACTION*: Dana to get Jessica online banking info, Jessica to investigate other banks
    - Ally bank

### 6. BES Business

- **Ned Taft Award**
  - *ACTION*: Mike to find previous award information and send to Jenna/Jessica – sent 2/4/20
  - *ACTION*: Email recruitment notice (Dana/Jessica/Jenna) ASAP – sent 2/4/20
  - *ACTION*: Dana will ask at Governing Board meeting about the possibility of donating funds to BES or Ned Taft Award while registering for AFS membership
  - Jenna drafted 2020 application
  - Timeline: applications due end of May, decisions made by mid/end June
- **Digital Media**

- *Web page*
  - Jessica uploaded all approved meeting notes to Google Drive
  - *ACTION*: Gordon to upload approved meeting notes to website platform
  - Gordon next wants to look at the community groups that will replace the list serve
  - *ACTION*: Dana to finalize website text by February Governing Board meeting
  - *ACTION*: confirm with Gordon that a new page will be created for meeting notes
- *Social Media*
  - Community website (a tool/blog for folks to post questions/answers, share news, etc.) will be priority
  - Connect Solomon David (Science Communication Section) and Gordon, Solomon is familiar with this and would be good reference
  - Keep on list, discuss again after web sites work
  - see 1/29/19 ExCom notes for details
- *Logo*
  - Keep on list for future
  - see 1/29/19 ExCom notes for list
- **Committee Updates**
  - *Technology Committee (Chair – Randy Beckwith)*
    - No updates
  - *Education Committee (Chair – Randy Beckwith)*
    - No updates
  - *AFS-BES/ASCE-EWRI Joint Fish Passage Committee (Chair – Kathy Hoverman)*
    - Brian Parsons (EWRI executive director) sent example MOU, 2/5/20 call
      - *ACTION*: Dana will discuss at Governing Board meeting about MOU
      - Kathy talked to Brian Parsons and Barbara Witten, helped clarify what needs to happen, very generic, high level, broad, non-specific MOU – we both support idea of promoting fisheries engineering thru a variety of processes
      - Formal recognition of joint committee
      - Subordinate agreements
      - Dana to investigate who AFS would have sign this MOU
      - Some organizations give grants to committees
  - *Resource Policy Committee (Chair – Patrick O'Rourke)*
    - RPC call Thursday 1/23

- ACTION*: Patrick will update ExCom after call and then membership call for volunteers
  
- **Updating Bylaws**
  - Bylaws – Dana working on, close to being done for ExCom review, deadline by Governing Board meeting. Then send to constitutional consultant.
  - BES Annual Calendar – Mike working on, deliverable goal by Governing Board meeting
  
- **Administrative, Reporting**
  - The new Governing Board Reporting Tool is active as of 3/22/19
  - Dana/Mike to coordinate in populating the BES update by Governing Board meeting
  
- **AFS Topics and Questions**
  - Webinars Educational AFS staff coordination about webinars
    - See 1/17/20 meeting notes
    - *ACTION*: Dana will connect with Lauren Maza at Governing Board meeting to discuss webinars and get clarification on ask
  - AFS climate change issues
    - See 1/17/20 meeting notes
    - *ACTION*: Dana to update Scott of BES ExCom thoughts/commitments
    - Will discuss further on next call after Governing Board meeting
  
- **Membership**
  - Email membership to include:
    - *ACTION*: Jessica to finalize email after Governing Board meeting 2/23
    - Website updated
    - Renew AFS membership
    - Donate to BES or Ned Taft Award
    - Challenge a friend or colleague to join
    - What is the role of the education committee?
      - How do we reach out to people that aren't in the section?
    - What is the role of the technology committee?
    - Revision on dam removal policy statement

- WFMD/FPC/AFS 2020

## 7. Conferences/Training Opportunities

- **Governing Board Meeting**
  - Little Rock, AK, 2/23-24
- **World Fish Migration Day, May 16, 2020.**
  - <https://www.worldfishmigrationday.com/>
  - Any day before 5/16 is great!
  - Randy is organizing/participating in an outreach/educational event Thursday 5/14 at Sacramento Capital
  - Kathy is organizing/participating in an event in Richmond, VA
- **Fish Passage 2020. Lisbon, Portugal. June 29 – July 3, 2020**
  - Abstract acceptance 2/21/20
  - Early-bird registration closes 2/29/20
  - Past dates
    - Career award nominations due 1/31/20
    - Oral/Poster abstracts due 1/16/19
    - Project award nominations due 12/31/19
- **AFS 2020 Annual Meeting, Columbus, Ohio. Aug 30 – Sept 3 (AFS 150<sup>th</sup> Anniversary)**
  - Does BES want to sponsor a symposium or short course?
    - Not enough time to put something together (due 1/21/20)
  - 2020 AFS Meeting Request to support “Fish Exclusion Prize Promotion/Showcase”
    - See 1/17/20 meeting notes for background details
    - *ACTION*: Dana/Dan attended 1/23/20 call, update ExCom
  - 150<sup>th</sup> Anniversary AFS Section Exhibit
    - *ACTION*: Jessica membership call out to see who’s interested and to schedule call – sent 2/5/20
  - Nominate fish for committee
    - *ACTION*: pick a fish!

## **8. Next Meeting**

- Friday, March 13, 2020 at 12 pm ET / 9 am PT

## **9. Adjourn**

## Action Items

### 1. Bills, bills, bills (Treasurer)

- Dana to get Jessica online banking info, Jessica to investigate other banks

### 2. Ned Taft Award

- Dana to ask at Governing Board meeting about the possibility of donating funds to BES or Ned Taft Award while registering for AFS membership

### 3. Digital Media

- Dana to finalize website text before Governing Board meeting 2/23
- Gordon to upload meetings notes to platform
- Dana to confirm with Gordon that new page will be created for meeting notes
- Dana to connect Solomon David (Science Communication Section) and Gordon regarding community website

### 4. ASCE-EWRI Joint Fish Passage Committee

- Dana to discuss MOU at Governing Board meeting providing EWRI example

### 5. Resource Policy Committee

- Randy to update ExCom after 1/23 call then membership call for dam removal policy volunteers

### 6. Bylaws

- Dana to draft bylaws by Governing Board meeting 2/23
- Mike to draft annual calendar by Governing Board meeting 2/23

### 7. Administrative, Reporting

- Dana/Mike to coordinate in populating the BES update by Governing Board meeting 2/23
- Dana to forward new AFS procedures manual and new constitution and rules

### 8. AFS Topics

- Dana will connect with Lauren Maza at Governing Board meeting to discuss webinars and get clarification on ask
- Dana to update Scott Bonar of BES ExCom thoughts/commitments on AFS climate change policy input/review

### 9. Membership

- Jessica to finalize email about exciting things happening and updated in BES after Governing Board meeting 2/23
- Sean Landsman to send survey, ExCom will forward to membership - pending

### 10. AFS 2020

- Dana/Dan/others to attend call about DOE WPTO pitch contest 1/23/20

- ExCom to nominate fish
- Schedule call for 150<sup>th</sup> anniversary BES exhibit

### **Completed Action Items (this period)**

1. Jessica confirmed with Mike what five checks are for pre-dating 7/11/17, see checking account spreadsheet
2. Dana verified that AFS bills are paid 2/16/20
3. Mike sent Jenna/Jessica previous Ned Taft award information 2/4/20
4. Ned Taft Award recruitment email sent 2/4/20
5. Kathy forwarded EWRI example MOU to Dana
6. Jessica sent membership call for 150<sup>th</sup> anniversary NES exhibit 2/5/20
7. Jessica drafted membership email and received comments