



# AFS BioEngineering Section Monthly ExCom Meeting Notes

Date Friday, April 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 (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 (present)
  - Patrick O'Rourke – BES Resource Policy Committee Chair (not present)
  - Gordon Clark – BES Digital Media Chair (present)
  - Jenna Rackovan – Ned Taft Award (present)

## 2. Call meeting to order:

- Quorum
- Revisions needed, will approve 3/2/20 and 3/13/20 meeting notes next month

### 3. Revisions to Agenda

### 4. Announcements

### 5. Treasurer's Report

- **Account Balances**
  - General Business Checking: \$21,123.17 (as of 4/11/20)
  - Ned Taft Award Fund: \$1,674.93 (as of 4/11/20)
- **Expenses**
  - *ACTION*: Jessica to try to pay Dana electronically (GB meeting, \$1,012.97). If that doesn't work Mike will have send physical check
  - \$5 monthly maintenance fee for Ned Taft account – will investigate in future
  - *ACTION*: Jessica to electronically pay AFS bill (\$240 – 2020 web service units we hosting fee)
- **Account transition status**
  - Nothing to report...
- **Banks**
  - Dana investigated previously online banks with no minimums and 2% interest
  - *ACTION*: Jessica to investigate other banks (Ally bank)

### 6. BES Business

- **Ned Taft Award**
  - Jessica sent second application call email 4/11/20
  - *ACTION*: Jessica to send out final membership call for applications by end of April or mid-May
  - *ACTION*: Dana follow up with Eva for donation button
  - Student young professionals section, a great way to reach students
    - *ACTION*: Jenna/Jessica to reach out to section
      - Jenna sent Heather Stewart an email 4/17/20 with application to forward
- **Digital Media**
  - *Web page*
    - *ACTION*: Dana to finalize website text

- *ACTION*: Gordon to create google account for BES
- *Social Media*
  - Community website (a tool/blog for folks to post questions/answers, share news, etc.) is the priority.
  - Gordon reached out to Beth Beard, hasn't heard back yet.
  - BES member reached out to Jessica about O&M plans for NLF and opportunity to get feedback from BES. This is exactly what the vision is for the Community page, facilitate communication. Mike said when responding to members promote BES items like sending them to fish passage database.
  - Solomon David's (Science Communication Section) term is over
  - *ACTION*: Dana to share new Science Communication Section contact
  - *ACTION*: Maybe EWRI might have large capacity for webinars, Dana/Kathy to ask Brian Parsons
  - 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 Committee on Fisheries Engineering and Science (Chair – Kathy Hoverman)*
    - Trying to figure out listserv access since folks reach out to committee asking that they send message to listserv
    - MOU – hasn't moved anything further on her end, Brian hasn't pushed for it, Dana and Kathy to connect as next step, Doug and Dan are on board
  - *Resource Policy Committee (Chair – Patrick O'Rourke)*
    - No updates
- **Updating Bylaws**

- Bylaws – Dana working on, close to being done for ExCom review (deadline in 2 weeks). Then send to constitutional consultant, Randy Shultz by July.
- BES Annual Calendar – Mike working on
  
- **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 not supposed to delegate this task, table until after bylaws, used for AFS annual report
  - *ACTION*: Dana to print out report and get together with Mike
  - *ACTION*: Dana, Dan, and Jessica to attend AFS unit tax administration webinar, new date April 22, 2020, 1-2 pm ET
  
- **AFS Topics and Questions**
  - Webinars Educational AFS staff coordination about webinars
    - See 1/17/20 and 3/13/20 meeting notes
    - Kathy chatted with Lauren Maza. Bob Guibernick will be giving presentation, date unknown
  - AFS climate change issues
    - See 1/17/20 and 3/13/20 meeting notes for background info
    - Challenging friends to address climate change
  
- **Membership**
  - March membership list wrong
    - It was fixed and the April one is good
  - Next mailings
    - Ned Taft application call sent 4/11/20
  - Future mailings
  - Email membership to include:
    - Website updated
    - 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
  - We're supposed to be told when we're needed next, balls not in our court, we'll find volunteers to review
- WFMD/FPC/AFS 2020
- **Other**
  - Governing Board Meeting, follow on update from Dana
    - AFS strategic plan. See attachment and incoming President Murphy's plan
      - *ACTION*: read and how to incorporate into 150th booth

## 7. Conferences/Training Opportunities

- **World Fish Migration Day, October 24, 2020.**
  - <https://www.worldfishmigrationday.com/>
  - Due to COVID-19 WFMD has been moved from 5/16 to 10/24
  - Some people are still planning events for 5/16. There's a webinar series that lasts 24 hours to accommodate everyone in the world.
  - *ACTION*: Jessica to send membership email about WFMD updates
- **Fish Passage 2020. Lisbon, Portugal. CANCELLED**
  - Due to COVID-19 the conference has been cancelled
- **AFS 2020 Annual Meeting, Columbus, Ohio. Aug 30 – Sept 3 (AFS 150<sup>th</sup> Anniversary)**
  - Abstracts extended: May 18, 2020
  - 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 and follow-up email 3/2
    - Booth space order form deadline 7/20/20 – purchase in a couple weeks, no rush
    - Dana to spearhead right now
  - Nominate fish for committee
    - *ACTION*: pick a fish!

## 8. Next Meeting

- Friday, May 15, 2020 at 12 pm ET / 9 am PT

## **9. Adjourn**

## Action Items

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

- Jessica to try to pay Dana electronically (GB meeting, \$1,012.97). If that doesn't work Mike will have send physical check
- Jessica to electronically pay AFS bill (\$240 – 2020 web service units we hosting fee)
- Jessica to investigate other banks including Ally Bank

### 2. Ned Taft Award

- Jessica to send out final membership call for applications by end of April or mid-May
- Dana to follow up with Eva for donation button

### 3. Digital Media

- Dana to finalize website text
- Gordon to create BES Google account
- Dana to connect new Science Communication Section contact and Gordon regarding community website
- Dana/Kathy to ask Brian Parsons about EWRI capacity for webinars

### 4. Technology Committee

### 5. Education Committee

### 6. ASCE-EWRI Joint Committee Fisheries Engineering and Science

- Dana and Kathy connect as next step for MOU
- Dana get AFS MOU examples and sent to Doug Austin and arrange call (Brian to Kathy to Dana to Doug)

### 7. Resource Policy Committee

### 8. Bylaws

- Dana to draft bylaws
- Mike to draft annual calendar

### 9. Administrative, Reporting

- Dana/Mike to coordinate in populating the BES update, print out report and get together with Mike
- Dana to forward new AFS procedures manual and new constitution and rules
- Dana, Dan, and Jessica to attend AFS unit tax administration webinar, new date April 22, 2020, 1-2 pm ET

### 10. AFS Topics

### 11. Membership

- Jessica to finalize email about exciting things happening and updated in BES
- Sean Landsman to send survey, ExCom will forward to membership - pending

#### **12. AFS 2020**

- Read AFS Strategic Plan and how to incorporate into 150<sup>th</sup> booth
- ExCom to nominate fish
- Schedule call for 150<sup>th</sup> anniversary BES exhibit
- Review AFS Strategic Plan and think about how to incorporate into 150<sup>th</sup> booth
- Booth space order form due 7/20/20

#### **13. WFMD**

- Jessica to send membership email about WFMD updates next week

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

1. Jessica sent second membership call for Ned Taft award applications 4/11/20
2. Jenna sent Student Young Professionals Section president Heather Stewart Ned Taft Award application to forward 4/17/20