



AFS Bioengineering Section Monthly ExCom Meeting Notes

Date Friday, June 19, 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

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 and Kevin Mulligan – 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
- Approval of 3/2/20, 3/13/20, 4/17/20, 5/15/20 meeting notes motion Dan, second Dana

3. Revisions to Agenda

- AFS incorrectly sent Dana Education Section check for \$9,907.37. Dana mailed to Trent Sutton on 6/19/20.
- AFS incorrectly sent Jessica Education Section check for \$1.33. Jessica mailed to Erin Rechisky on 6/23/20.

4. Announcements

5. Treasurer's Report

- **Account Balances**
 - General Business Checking: \$19,870.20 (as of 6/17/20)
 - Ned Taft Award Fund: \$1,664.99 (as of 6/17/20)
- **Expenses**
 - No expenses this past month.
- **Account transition status**
 - Nothing new to report.
- **Banks**
 - *COMPLETED ACTION:* Dan reached out to multiple AFS sections about their banking experiences
 - Habitat Section: Kimberly Dibble & Mick Porter
 - Have also experienced issues
 - Wells Fargo process of adding new signatory need personal info – same as starting a new account
 - If officers can go in person to change signatories it is easier process
 - Estuaries Section: Konstantine Rountos
 - Capital One and have had no issues and no fees
 - Previous Treasurer withdrew funds/closed account with previous bank then opened Capital One account
 - New account requires founding document, bylaws, and other documentation.
 - Fish Culture Section: Deb Eddy
 - Same issue with BOA and treating the account like the current Treasurers personal account
 - All have to be in person together (officer location: Florida Keys, Idaho, and Oregon!)
 - Currently in the process of transferring signatories but COVID has closed branches and delated the transfer to a new bank.

- Fish Health Section: Carolyn Richards
 - Similar issues with BOA
 - Changed Section account over to Chase ~3 years ago
 - Not sure if physical presents needed but their officers are near each other
 - Feels Chase might allow virtual accommodations for signatory transfers under current circumstances.
- Early Life Stage Section: no response
- *COMPLETED ACTION*: Jessica reached out to Alex Haro, Southern New England Chapter of AFS about their banking experiences.
- No golden goose bank. Based on feedback, everyone has banking problems.
- *ACTION*: Jessica to reach out to Chase, Capital One, Wells Fargo, and Ally Bank.

6. BES Business

- **Elections**
 - We're currently recruiting for two positions – president elect and secretary/treasurer
 - Recruiting process – all brainstorm, internal nominations (anyone on phone), then send out recruitment membership email with description of process and call for nominations. Typically seek nominations for one month. Get bios from nominees. Hold election by survey monkey (or similar).
 - Recruiting schedule – send recruitment membership email by June 1. Nominations submitted by July 1.
 - *COMPLETED ACTION*: Mike forwarded past recruitment membership email
 - *COMPLETED ACTION*: Dana gave recruitment announcement on 6/10 joint committee call
 - *ACTION*: Jessica to forward draft email to others, comments due to Jessica in next few days
- **Ned Taft Award**
 - *ACTION*: Dana follow up with Eva for donation button – Dana has not heard back from Eva yet so he'll ping again
- **Digital Media**
 - *Web page*
 - *ACTION*: Dana to finalize website text

- *Social Media*
 - Community website (a tool/blog for folks to post questions/answers, share news, etc.) is the priority. This website includes a forum/listserv, document archive, wiki, and blog
 - Gordon gave Community update:
 - Eva gave presentation on AFS communities website. Very promising to support things we'd like to be doing – listserv, conversation within community, webinar group, technical info forums, job postings. You don't have to be AFS member just set up free account (username/password).
 - Small team (5-10) to conduct pilot testing to wrap heads around how communities work. Circle back in month or two. Then push out to larger group and testing and solicit feedback, what works and what doesn't. Third phase for public to start using it.
 - Looking for volunteers to test Community. Currently our test group includes Gordon, Dana, Jessica, and Rachel and Andy (joint committee). Dan and Randy volunteered to help test.
 - **COMPLETED ACTION:** Dana shared new Science Communication Section contact Julie Claussen juliec@illinois.edu. Dana met with people from this section at NJ annual meeting. They are up on social media (Twitter, Facebook) and BES could use them for help. This might be backup contact.
 - EWRI has large capacity for webinars (GoToMeetings). Kathy has been reaching out to Brian Parsons but hasn't heard back.
- *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)*
 - **COMPLETED ACTION:** Randy reached out to Lauren Maza.
 - Lauren is looking for July – October webinars, 40 minute presentation with Q&A.
 - **ACTION:** Randy to draft webinar blurb for membership
 - Regional focus webinars?

- ACTION: create running list of workshops/symposium/webinars that we've done in the past
- *AFS-BES/ASCE-EWRI Joint Committee on Fisheries Engineering and Science (Chair – Kathy Hoverman and Kevin Mulligan)*
 - MOU status: Kathy sent draft to Dana and Doug Austen. Hasn't sent to Brian Parsons yet.
 - ACTION: Kathy to get MOU to Brian
 - ACTION: Dana to ping Doug for MOU comments/thoughts
 - Fear of commitment for FP conference next year
 - Kathy is no longer committee chair. New officers are: Kevin Mulligan chair, Gwen Macdonald vice-chair, Amy Hunt secretary, Jean Castillo treasurer.
- *Resource Policy Committee (Chair – Patrick O'Rourke)*
 - No updates
- **Updating Bylaws**
 - Bylaws – Dana working on, close to being done for ExCom review. Then send to constitutional consultant, Randy Shultz by July.
 - BES Annual Calendar – Mike working on
 - ACTION: Dana/Mike will get together on bylaws and calendar
- **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
 - COMPLETED ACTION: Mike found tax ID!
 - COMPLETED ACTION: Jessica drafted unit tax paperwork
 - COMPLETED ACTION: ExCom reviewed draft tax paperwork – just one small typo
 - ACTION: Jessica to send draft 1023-EZ form to Daniel Cassidy and Nathan Lederman for review
 - ACTION: All reach out to old members for history documents that might be needed for IRS follow up

- **AFS Topics and Questions**

- **Membership**
 - Future mailings
 - Possible membership email topics:
 - 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

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

- **Fish Passage 2020. Lisbon, Portugal. CANCELLED**
 - Due to COVID-19 the conference has been cancelled

- **AFS 2020 Annual Meeting, Virtual. September 14-25, 2020**
 - Due to COVID-19 the physical in-person conference has been cancelled. Will be virtual conference.
 - Abstracts for symposium, oral presentations, and posters must be submitted by June 30, 2020.

8. Next Meeting

- Friday, July 17, 2020 at 12 pm ET / 9 am PT using Teams video chat

9. Adjourn

Action Items

1. Bills, bills, bills (Treasurer)

- Jessica to reach out to Chase, Capital One, Wells Fargo, and Ally Bank

2. BES Elections

- Jessica to forward draft email to others, comments due to Jessica in next few days

3. Ned Taft Award

- Dana to follow up with Eva for donation button

4. Digital Media

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

5. Technology Committee

6. Education Committee

- Randy to draft webinar blurb for membership
- Create running list of workshops/symposium/webinars that we've done in the past

7. ASCE-EWRI Joint Committee Fisheries Engineering and Science

- Kathy to get draft MOU to Brian Parsons
- Dana to ping Doug Austen for draft MOU comments/thoughts

8. Resource Policy Committee

9. Bylaws

- Dana to draft bylaws
- Mike to draft annual calendar
- Dana/Mike will get together on bylaws and calendar

10. 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
- Jessica to send draft 1023-EZ form to Daniel Cassidy and Nathan Lederman for review

11. AFS Topics

12. Membership

- Jessica to finalize email about exciting things happening and updated in BES

- Sean Landsman to send survey, ExCom will forward to membership - pending

13. AFS 2020

14. WFMD

Completed Action Items (this period)

1. Dan reached out to Fish Habitat Section, Fish Health Section, Fish Culture Section, Early Life History Section about their banking experiences
2. Jessica reached out to Alex Haro, Southern New England Chapter of AFS about their banking experiences
3. Mike forwarded past recruitment membership email
4. Dana gave recruitment announcement on 6/10 joint committee call
5. Dana shared Science Communication Section contact, Julie Claussen
juliec@illinois.edu
6. Randy reached out to Lauren Maza who is looking for webinars
7. Mike found tax ID
8. Jessica drafted unit tax paperwork
9. ExCom reviewed draft tax paperwork – just one small typo