



AFS Bioengineering Section Monthly ExCom Meeting Agenda

Date Friday, August 28, 2020. 3-4 pm ET (12-1 pm PT) (moved from 8/21/20)

Meeting: Monthly BES ExCom Meeting

Location: Teams video conference or (202)-640-1187, ID 396047723#

Subject: Meeting Notes

1. Attendance

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

2. Call meeting to order:

- Quorum
- Dan motioned to approve 7/24/20 meeting notes, Dana second

3. Revisions to Agenda

4. Announcements

5. Treasurer's Report

- **Account Balances**
 - General Business Checking: \$18,660.46 (as of 8/20/20)
 - Ned Taft Award Fund: \$1,655.03 (as of 8/20/20)
- **Expenses**
 - Electronic BoA check payment to Jon Mann \$334.74 on 8/6/20 reimbursement for FPC plaques shipping
- **Account transition status**
 - Nothing new to report.
- **Banks**
 - *ACTION*: Jessica to reach out to Chase, Capital One, Wells Fargo, and Ally Bank.

6. BES Business

- **Elections**
 - 2020-2022 Executive Committee nominees:
 - President Elect – Patrick O'Rourke
 - Secretary/Treasurer – Jessica Pica and Daniel Deng
 - Jessica sent ExCom officer election email on 8/10 with nominee bios and link to Google Forms poll. Votes due by 9pm ET Friday 9/4/20.
 - *ACTION*: Jessica to send email Monday morning 8/31 reminding members to vote and hold date/time for annual business meeting
- **Ned Taft Award**
 - *COMPLETED ACTION*: Dana got in touch with Eva about donation button. Eva assigned task to Katrina Dunn. Hopefully we'll hear from AFS sometime soon before membership renewal time.
- **Digital Media**
 - *Web page*
 - *COMPLETED ACTION*: Dan provided website text revisions and passed to Dana for final approval

- *ACTION*: Dana to approve website text and Gordon to update
- *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
 - Small team continues pilot testing to wrap heads around how communities work.
 - Currently drafting functionality table (outlines functionality and potential approaches for different communities components), code of conduct, and a how to use communities document
 - *COMPLETED ACTION*: Gordon emailed Beth/Eva on 8/5 with follow up community questions
 - *ACTION*: Gordon to email Beth/Eva follow up questions
- **Committee Updates**
 - *Technology Committee (Chair – Randy Beckwith)*
 - No updates
 - *Education Committee (Chair – Randy Beckwith)*
 - No updates
 - *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 – Kevin Mulligan)*
 - *COMPLETED ACTION*: Kathy sent MOU to Brian Parsons
 - *COMPLETED ACTION*: Dana pinged Doug Austen for MOU comments/thoughts
 - Doug is good with MOU (sent to Dana, Kathy, Kevin)
 - Kathy sent to Brian on 8/5. Haven't heard from him yet. Kevin to ping him.
 - After September webinar, next ones planned are for the early spring 2021
 - Fish Passage Conference - nothing has been set for the next years yet
 - *Resource Policy Committee (Chair – Patrick O'Rourke)*
 - USFWS and NMFS proposed definition for critical habitat. AFS is working on letter that will come from president and executive director to the agencies for comment. Has a lot to do with unoccupied critical habitat.
- **Bylaws**

- Dana working on updating bylaws, close to being done for ExCom review. Currently comparing draft with two examples. Then send to constitutional consultant, Randy Shultz.
- *ACTION*: Dana to draft bylaws
- *ACTION*: Dana will share BES bylaws with joint committee

- **Administrative, Reporting**
 - *COMPLETED ACTION*: Dana uploaded 2/23/20 and 7/20/20 governing board documents to BES google drive
 - BES Update and Calendar
 - *ACTION*: Dana/Mike to populate the BES update and calendar by December
 - BES has been reinstated to tax exempt status!
 - *ACTION*: Jessica to draft document to keep track of yearly requirements (taxes, AFS reporting, etc.)

7. Conferences/Training Opportunities

- **Webinar: Stream Simulation Design Methodology with Robert Gubernick, Wednesday September 9, 2020 2pm ET**
 - <https://fisheries.org/2020/06/webinar-september-9-stream-simulation-design-methodology/>

- **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.
 - Silent Auction
 - Fish Exclusion Competition and Prize Event –Doug Austen is looking for BES to be judge or panelist for this event. Dana sent note to Marcin Whitman.
 - *ACTION*: Dana to ping Marcin, if he can't do it or doesn't respond, Jessica to reach out Mark Gard if he wants to be judge
 - Unit exhibit presentations
 - AFS is looking for video clips as a preview of 150th anniversary unit exhibits
 - BES passed on this effort since we don't have a clear vision and there's not enough time.
 - Does BES want to pay someone to create 10-20 minute video?

- AFS Communications Section might have experience making videos
- College students could create videos
- *ACTION*: Dana and Randy to send example videos, BES will get moving on this topic in October
- BES annual meeting
 - Wednesday, September 16, 2020 4-5 pm ET (1-2 pm PT)
 - Platform: GoToMeeting
 - AFS is holding a GoToMeeting training 9/3/20 2pm (ET). Jessica and Dana plan to attend.
 - Agenda topics
 - Governing Board updates
 - Treasurer's report – annual use of funds, banking issues, tax exempt status
 - Committee updates
 - Bylaws update
 - Digital media update and call for volunteers to help with digital media tasks
 - Ned Taft Award updates
 - 150th anniversary exhibit
 - Roughened channel type diversion guidance workshop, short course, or publication request from Steven Malloch (see 7/24/20 meeting notes for more info)
 - ◆ *ACTION*: Randy to email that we're interested, outline thoughts and how to get rolling
 - Conferences/Training opportunities
 - Official transition of ExCom officers
 - *ACTION*: Jessica to draft agenda, send to ExCom for comments due 9/9
- **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

8. Next Meeting

- Annual Business Meeting Wednesday, September 16, 2020 4-5 pm ET (1-2 pm PT)
- ExCom meetings will pick up again in October, currently scheduled for 10/16/20

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 send email Monday morning 8/31 reminding members to vote and hold date/time for annual business meeting

3. Ned Taft Award

4. Digital Media

- Dana to approve website text and Gordon to update
- Gordon to email Beth/Eva follow up communities questions

5. Technology Committee

6. Education Committee

- Create running list of workshops/symposium/webinars that we've done in the past

7. ASCE-EWRI Joint Committee Fisheries Engineering and Science

8. Resource Policy Committee

9. Bylaws

- Dana to draft bylaws
- Dana to send BES bylaws to Joint Committee

10. Administrative, Reporting

- Mike/Dana to populate BES update and annual calendar by December
- Dana to forward new AFS procedures manual and new constitution and rules
- Jessica to draft document to keep track of yearly requirements (taxes, AFS reporting, etc.)

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

- Dana to ping Marcin about fish exclusion competition, if he can't do it or doesn't respond, Jessica to reach out Mark Gard if he wants to be judge
- Dana and Randy to send example videos, BES will get moving on this topic in October
- Jessica to draft agenda, send to ExCom for comments due 9/9

Completed Action Items (this period)

1. Jessica sent out nomination extension email and election email on 8/10
2. Gordon emailed Beth/Eva 8/5 with follow up community questions
3. Jessica reserved 9/16 annual meeting "room"
4. Dana got in touch with Eva about donation button. Eva assigned task to Katrina Dunn. Hopefully we'll hear from AFS sometime soon before membership renewal time.
5. Dan provided website text revisions and passed to Dana for final approval
6. Kathy sent MOU to Brian Parsons
7. Dana pinged Doug Austen for MOU comments/thoughts
8. Dana uploaded 2/23/20 and 7/20/20 governing board documents to BES google drive