



AFS Bioengineering Section Monthly ExCom Meeting Notes

Date Friday, May 15, 2020. 12-1 pm ET (9-10 am 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 (not 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 (present)
 - Gordon Clark – BES Digital Media Chair (not present)
 - Jenna Rackovan – Ned Taft Award (not present)

2. Call meeting to order:

- Quorum
- Revisions needed, will approve 3/2/20, 3/13/20, 4/17/20 meeting notes next month

3. Revisions to Agenda

4. Announcements

5. Treasurer's Report

- **Account Balances**
 - General Business Checking: \$19,870.20 (as of 5/13/20)
 - Ned Taft Award Fund: \$1,669.96 (as of 5/13/20)
- **Expenses**
 - *COMPLETED ACTION*: Jessica paid Dana electronically 4/27/20 (GB meeting, \$1,012.97).
 - *COMPLETED ACTION*: Jessica electronically paid AFS bill 4/29/20 (\$240 – 2020 web service units web hosting fee)
 - \$5 monthly maintenance fee for Ned Taft account – will investigate in future
- **Account transition status**
 - Nothing new to report...
 - Transition of authority to account is probably a federal requirement making signatory process more complicated.
 - Mike has a few paper checks.
 - In past, multiple ExCom members were signatories. At a transition point when Jon Black came in as Secretary/Treasurer somehow he ended up being the only signatory.
 - Reach out to other chapters/units/committees to see how they deal with signatories and member changeover. The joint committee doesn't have funds to deal with.
- **Banks**
 - Dana investigated previously online banks with no minimums and 2% interest
 - *ACTION*: Dan to reach out to Habitat Section about their banking experiences
 - *ACTION*: Jessica to reach out to Alex Haro, Southern New England Chapter of AFS about their banking experiences
 - *ACTION*: Jessica to investigate other banks (Ally bank)

6. BES Business

- **Elections**
 - Past President is responsible for recruiting.

- You can remain a member of the ExCom for as long as you want. You can step up to additional position (ExCom and chair) or remain in same position.
- 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.
- Jessica is willing to continue as secretary/treasurer
- Randy is willing to continue as education committee chair. At this time not interested in president elect.
- Patrick is willing to continue as resource policy committee chair and open to officer position
- Do we get a lot of response from membership? Nope not really. Most comes from personal communication. Start brainstorming and make phone calls and recruit.
- *ACTION*: Mike to draft recruitment membership email and Jessica will send
- *ACTION*: Dana/Mike join next joint committee call to give recruitment announcement

- **Ned Taft Award**
 - *CANCELLED ACTION*: Jessica to send out final membership call for applications by mid-May
 - *ACTION*: Dana follow up with Eva for donation button
 - Student young professionals section, a great way to reach students.
 - Section president Heather Stewart forwarded application

- **Digital Media**
 - *Web page*
 - *ACTION*: Dana to finalize website text
 - *COMPLETED ACTION*: Jessica created google account for BES. AFS.Bioengineering.Section@gmail.com
 - *Social Media*

- Community website (a tool/blog for folks to post questions/answers, share news, etc.) is the priority.
- Gordon connected with Beth Beard and they are scheduling a meeting (hopefully next couple weeks) with an AFS expert on IMIS Communities feature, which has a forum/listserv, document archive, wiki, and blog (possibly other features), to learn more about it and if it will suit our needs.
- Randy volunteered to help in Community process – it will be a great tool for education committee
- *ACTION*: Dana to share new Science Communication Section 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)*
 - No updates
 - Joint committee quarterly webinars are great. BES might have a lot of folks that want to give webinars.
 - *ACTION*: Randy to reach out to Lauren Maza who is looking for 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)*
 - Kathy and Dana connected recently about MOU
 - *ACTION*: Kathy to draft MOU and get Brian Parsons and Doug Austen in touch with each other
 - Next webinar – June 3, 2020 12 pm ET / 9 am PT “Improving upstream passage of adult pacific lamprey in the Columbia River Basin”
 - Kathy is stepping down in June as committee chair. Current secretary and treasurer are willing to stay on and vice chair is not sure. Next election season will be the first that officers are rotated (vice chair to chair, etc)

- Will Kathy remain on to advise committee? They don't have a past president role but she'll remain on committee.
- *Resource Policy Committee (Chair – Patrick O'Rourke)*
 - Not very active past few months
 - Dam removal policy – BES is providing members to comment on policy. Patrick, Marcin Whitman, Laura from RPC have volunteered to provide comments. We might not have to send out to larger membership given we have 3 already. Patrick will make sure RPC knows of BES reviewers.
 - Waters of the United States (WOTUS) rule was recently released. AFS has provided comments in rule making process.
- **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:* Dana, Dan, and Jessica attended AFS unit tax administration webinar, 4/22/20
 - *ACTION:* Unit tax paperwork to be completed and filed
 - Does BES have a tax ID? Mike Love would probably be the last to know of these details but no need to contact him yet.
 - *ACTION:* Mike will investigate tax ID and let Jessica know within week or two
- **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**
 - Next mailings
 - *CANCELLED ACTION*: Ned Taft application call mid-May?
 - Future mailings
 - Recruitment and conference cancelled
 - 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
 - *CANCELLED 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.

- *COMPLETED ACTION*: Jessica sent membership email about WFMD updates 4/22/20

- **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 150th Anniversary)**
 - Due to COVID-19 the physical in-person conference has been cancelled. Waiting for further virtual conference information.
 - 150th Anniversary AFS Section Exhibit – moving to 2021
 - *CANCELLED ACTION*: Jessica membership call out to see who's interested and to schedule call – sent 2/5/20 and follow-up email 3/2
 - *CANCELLED ACTION*: Booth space order form deadline 7/20/20 – purchase in a couple weeks, no rush
 - Dana to spearhead right now
 - Nominate fish for committee
 - *CANCELLED ACTION*: pick a fish!

8. Next Meeting

- Friday, June 19, 2020 at 3 pm ET / 12 pm PT

9. Adjourn

Action Items

1. Bills, bills, bills (Treasurer)

- Dan to reach out to Habitat Section about their banking experiences
- Jessica to reach out to Alex Haro, Southern New England Chapter of AFS about their banking experiences
- Jessica to investigate other banks including Ally Bank

2. BES Elections

- Mike to draft recruitment membership email and Jessica will send
- Dana/Mike join next joint committee call to give recruitment announcement

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 reach out to Lauren Maza who is looking for webinars
- 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 draft MOU and get Brian Parsons and Doug Austen in touch with each other

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
- Unit tax paperwork to be completed and filed
- Mike will investigate tax ID and let Jessica know within week or two

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. Jessica paid Dana electronically (GB meeting, \$1,012.97) 4/27/20.
2. Jessica electronically paid AFS bill 4/29/20 (\$240 – 2020 web service units web hosting fee)
3. Jessica created BES google account: AFS.Bioengineering.Section@gmail.com
4. Dana, Dan, and Jessica attended AFS unit tax administration webinar 4/22/20
5. Jessica sent membership email about WFMD updates 4/22/20
6. CANCELLED ACTION: Jessica to send out final membership call for applications by mid-May
7. CANCELLED ACTION: Read AFS Strategic Plan and how to incorporate into 150th booth
8. CANCELLED ACTION: ExCom to nominate fish
9. CANCELLED ACTION: Schedule call for 150th anniversary BES exhibit
10. CANCELLED ACTION: Review AFS Strategic Plan and think about how to incorporate into 150th booth
11. CANCELLED ACTION: Booth space order form due 7/20/20
12. Dana and Kathy connected to discuss next steps for MOU and connected with Doug Austen
- 13.