



# AFS Bioengineering Section Monthly ExCom Meeting Notes

Date: Friday, December 18, 2020. 3-4 pm ET (12-1 pm PT)

Meeting: Monthly BES ExCom Meeting

Location: Microsoft Teams

Subject: Meeting Notes

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## 1. Attendance

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

## 2. Call meeting to order:

- Quorum
- Dan motioned to approve 11/20/20 meeting notes, Patrick second

### 3. Revisions to Agenda

### 4. Announcements

### 5. Treasurer's Report

- **Account Balances**
  - General Business Checking: \$20,450.46 (as of 12/16/20)
  - Ned Taft Award Fund: \$1,635.07 (as of 12/16/20)
- **Income**
  - No income over the last month.
- **Expenses**
  - No expenses over the last month.
- **Banks**
  - Jessica has contacted online banks; Ally Bank, Chime, Simple and AXOS. Ally Bank, Chime and Simple do not have business accounts.
  - AXOS: unlimited account signatories, simple add/remove signatory process, unlimited checkings/savings under general account, meets BES deposit and payment needs
  - *COMPLETED ACTION*: Jessica finished researching online banks.
  - *ACTION*: Jessica to move forward with opening AXOS bank account

### 6. BES Business

- **Carleton University fish passage and engineering survey**
  - *COMPLETED ACTION*: Jessica/Kevin sent survey to BES membership and fish passage conference listserv 12/4/20
  - Kevin received word from Carleton University that after our emails their response rate went from ~30 to ~200!
- **Michel Larinier Remembrance**
  - *COMPLETED ACTION*: Jessica/Kevin sent Michel Larinier remembrance to BES membership and fish passage conference listserv 12/4/20
- **Ned Taft Award**

- *ACTION*: Jenna to ask Katrina how the payment logistics will work (does it link to BES bank account or will AFS send BES a check) and if there are any tax implications for donations. Schedule discussion after holidays.
  
- **Digital Media**
  - *Web page*
    - *ACTION*: Gordon to create a new page on website and upload approved meeting notes pdfs.
    - *COMPLETED ACTION*: Jessica coordinated with Dana and Gordon that all files have transferred over properly before deleting Dana's account.
  - *Community*
    - BES will not continue with Communities and the next steps are honing into next platform (Higher Logic, Slack, and Discord). Beth sent a demo of platform she's working on.
    - Next steps are to connect with the communities team to figure out how to move forward.
  
- **Nature-like Fishway Guidelines**
  - January 14, 2021 is next funding deadline. Dana to provide draft scope/budget by 1/4/21. Brent Mefford is still interested in serving as facilitator. Funding would be funneled through BES to facilitator.
  - Dan Cassidy was brought into funding discussion and he didn't see any issues
  
- **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)*
    - No updates
  - *Resource Policy Committee (Liaison – Patrick O'Rourke)*

- Getting ready for new administration transition. Anticipate policy plans in the future, more info to come in the new year.
- Final critical habitat has been published, still subject to congressional review, in effect 5 days before inauguration
  
- **Bylaws**
  - *ACTION*: Dana to draft bylaws then pass to ExCom and Randy Shultz for review
  - *ACTION*: Dana will share BES bylaws with joint committee
  
- **Administrative, Reporting**
  - Dan attended 12/16 Governing Board Meeting
    - Discussion of August Baltimore meeting, working on hybrid meeting, there's talk of pushing to November
    - 2020 virtual meeting was a financial success but not so much with networking. How can they improve this? They're looking into Cvent platform, helps with virtual meetings. Dan to forward information on this platform
    - Initiatives – unit collaboration, share information education/training
    - Strategic planning, climate change statement, improve diversity
    - Starting a climate ambassador program to communicate science to politicians and media <https://climate.fisheries.org/climate-ambassadors-program/>
    - There's an initiative to get more high school aged kids but what would they get out of it?
    - Next meeting in early March. This is a good deadline for bylaws – get to Randy by end of January
  - *ACTION*: Dana send Dan information needed for update/calendar. Dan to generate information. Update by end of calendar year.
  - *ACTION*: All review annual requirements (taxes, AFS reporting, etc.) document located on Google Drive.
  - *COMPLETED ACTION*: Jessica sent new google links.

## 7. Conferences/Training Opportunities

- **AFS 2021 Annual Meeting, Baltimore, MD. August 8-12, 2021**
  - 150<sup>th</sup> unit exhibit
    - *ACTION*: All investigate existing video that could be used.

- *COMPLETED ACTION*: Dan let AFS know that at a minimum BES will have a video and physical models and fishing gear. We might have an activity like the treasure hunt. Dan will be contact.
- Science communication section will be good contact for video creation
- *ACTION*: Dana to reach out to science communication section and film student he knows
- *ACTION*: All start brainstorming video details like length of video, what text we want, etc.

## **8. Next Meeting**

- Plans to change meetings from Fridays to Tuesdays or Thursdays. Jessica to send doodle poll for best meeting times.

## **9. Adjourn**

## Action Items

1. **Bills, bills, bills (Treasurer)**
  - Jessica to move forward with opening AXOS bank account
2. **Ned Taft Award**
  - Jenna to ask Katrina how the payment logistics will work (does it link to BES bank account or will AFS send BES a check) and if there are any tax implications for donations. Schedule discussion after holidays.
3. **Digital Media**
  - Gordon to create a new page on website and upload approved meeting notes pdfs
4. **Nature-like Fishway Guidelines**
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 then pass to ExCom and Randy Shultz for review
  - Dana to share BES bylaws to Joint Committee
10. **Administrative, Reporting**
  - Dana send Dan information needed for update/calendar. Dan to generate information. Update by end of calendar year.
  - All review annual requirement document located on Google Drive.
11. **AFS 2021**
  - All investigate existing video that could be used
  - Dana to reach out to science communication section and film student he knows
  - All start brainstorming video details like length of video, what text we want, etc.

## Completed Action Items (this period)

1. Jessica finished researching online banks
2. Jessica/Kevin sent survey to BES membership and fish passage conference listserv 12/4/20
3. Jessica/Kevin sent Michel Larinier remembrance to BES membership and fish passage conference listserv 12/4/20

4. Jessica coordinated with Dana and Gordon that all files have transferred over properly before deleting Dana's account.
5. Jessica sent new google links
6. Dan let AFS know that at a minimum BES will have a video and physical models and fishing gear and he will be contact