



AFS BioEngineering Section Monthly ExCom Meeting Notes

Date Friday, December 6, 2019. 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 – AFS/BES - ASCE/EWRI Joint Committee Chair (present)
 - Randy Beckwith – BES Technology Committee Chair (present)
 - Patrick O'Rouke – BES Resource Policy Committee Chair (not present)
 - Gordon Clark – BES Digital Media Chair (not present)
 - Jenna Rackovan – Ned Taft Award (present)

2. Call meeting to order:

- Quorum
- Dan motioned, Dana seconded to approve 9/26/19, 10/01/19, and 11/1/19 meeting notes
- ACTION: Jessica to coordinate with Gordon about uploading meeting notes to website

3. Revisions to Agenda

- Strategies for AFS to move forward on the climate change issue

4. Announcements

5. Treasurer's Report

- Account Balances:
 - General Business Account
 - Checking: \$24,292.40 (as of 12/6/19)
 - Ned Taft Award Fund - \$1,694.81 (as of 12/6/19)
 - Expenses:
 - Checks for the following were mailed this week
 - \$590 AFS for website hosting and migration fees
 - \$175 Dana for phone line and copies of agenda
 - \$1496.64 Laura Wildman for dam removal course
 - \$910.59 Tom Hepler for dam removal course
 - \$5 monthly maintenance fee for Ned Taft account – will investigate in future
 - Account transition status
 - Jessica and Jon Black working on signatory process.

6. BES Business

- Digital Media
 - Web page
 - Gordon sent webpage updates list to ExCom 9/26/19
 - ACTION: Dana to finalize website text to upload – coordinate with Mike beginning of new year – complete by mid-January
 - Social Media
 - Community website will be priority
 - Science-Communication Section
 - 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)
 - What is the role of this committee? Email out to membership, see below.
- Education Committee (Chair – Randy Beckwith)
 - What is the role of this committee? Email out to membership, see below.
- AFS-BES/ASCE-EWRI Joint Fish Passage Committee (Chair – Kathy Hoverman)
 - ACSE contact out of country so will coordinate mid-January
 - Webinar yesterday – WFM Day
- Resource Policy Committee (Chair - Patrick O'Rourke)
 - Climate change issues
 - Dam removal policy statement
 - ACTION: Patrick to send Jessica blurb about above issues to send to membership

- **Updating Bylaws**

- Bylaws – Dana working on, close to being done for ExCom review, revised deadline to end of year. Then send to constitutional consultant.
- BES Annual Calendar – Mike working on, deliverable goal by 1/15/20

- **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 1/15/20

- **AFS Topics and Questions**

- Webinars Educational AFS staff coordination about webinars
 - AFS wants sections to sponsor webinar to entire AFS membership – Joint Committee webinars?
 - Charge money for webinars archives?
 - ASCE has very strict webinar protocols/process
 - Announce to AFS potential webinars – BES is sponsoring this webinar to AFS
 - ACTION: Dana to schedule call with Lauren Maza, Kathy, Dana, and others to discuss webinars and get clarification on ask
- ACTION: Dana to email AFS staff about ASCE-AFS MOU – needs to ping again
- ACTION: Dana to contact Governing Board about the possibility of donating funds to BES or Ned Taft Award while registering for AFS membership – need to ping again

- AFS climate change issues
 - ACTION: all review AFS climate change issues and discuss on next call (Dana forwarded email 12/6 from Scott Bonar 11/19)

- **Membership**
 - Email membership to include:
 - ACTION: Jessica to draft email then share for revisions
 - Website updated
 - Renew AFS membership
 - 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
 - 150th anniversary committee
 - WFMD and FPC

7. Conferences/Training Opportunities

- World Fish Migration Day, May 16, 2020.
 - <https://www.worldfishmigrationday.com/>
 - Any day before 5/16 is great!

- Fish Passage 2020. Lisbon, Portugal. June 29 – July 3, 2020
 - Oral/Poster abstracts due 12/16/19
 - Project award nominations due 12/31/19
 - Career award nominations due 1/31/20

- AFS 2020 Annual Meeting, Columbus, Ohio. Aug 30 – Sept 3 (AFS 150th Anniversary)
 - 150th Anniversary AFS Section Exhibit
 - Create committee and get organized
 - What BES is? How has bioengineering changed over the year?
 - Treasure hunt? Raffle?
 - ACTION: separate call to start planning
 - Nominate fish for committee

- ACTION: determine fish already taken then pick one via email

8. Next Meeting

- Friday, January 17, 2020 at 12 pm ET / 9 am PT

9. Adjourn

Action Items

1. Bills, bills, bills
 - Jessica to draft annual budget (income/expenses)
2. Membership
 - Jessica to draft email to membership (details above)
3. Ned Taft Award
 - Mike to find previous award information and send to Jenna/Jessica
 - Email recruitment notice (Dana/Jessica/Jenna) once webpage is working
 - set timeline
 - Post recruitment notice once website is working
 - set timeline
 - Dana to contact Governing Board about the possibility of donating funds to BES or Ned Taft Award while registering for AFS membership
4. Change bank signatory – in progress
5. Webpage
 - Dana to finalize webpage text and post
 - Jessica and Gordon to coordinate to upload meeting agenda/notes to website
6. Listserve
 - Kathy to coordinate with Rachel (Copyrights, moderator, MOU with ASCE)
7. Social media
 - Reach out to Solomon David (Science-Communication Section)
8. Update bylaws – include digital media subcommittee – done by end year
9. BES annual report filing – Dana/Mike – due by 1/15/20
10. Dana to email AFS staff about ASCE-AFS MOU
11. Sean Landsman will send survey link, ExCom will email to AFS members – pending
12. Dana to forward new AFS procedures manual and new constitution and rules
13. AFS 2020
 - Nominate fish for BES, Dana to find out which fish are already taken
 - Schedule call to start planning

Completed Action Items (this period)

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