



AFS BioEngineering Section Monthly ExCom Meeting Notes

Date Monday, February 17, 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 Garello – Past President (not 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 (not present)
 - Patrick O'Rourke – 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
- Approve 1/17/20 meeting notes – Dan motion, Dana second

3. Revisions to Agenda

4. Announcements

5. Treasurer's Report

- **Account Balances**
 - General Business Checking: \$21,123.17 (as of 2/10/20)
 - Ned Taft Award Fund: \$1,684.87 (as of 2/10/20)
- **Expenses**
 - *ACTION*: Dana to verify that AFS bills are paid (\$590 website hosting/migration) – complete 2/16/20
 - \$5 monthly maintenance fee for Ned Taft account – will investigate in future
- **Annual budget**
 - *ACTION*: Jessica to confirm with Mike what checks are for – sent 2/10/20
 - Jessica drafted budget spreadsheet starting from 4/1/16 with checks pre-dating 7/11/17
- **Account transition status**
 - Jessica and Jon Black working on signatory process.
- **Banks**
 - Dana investigated previously online banks with no minimums and 2% interest
 - *ACTION*: Dana to get Jessica online banking info, Jessica to investigate other banks
 - Ally bank

6. BES Business

- **Ned Taft Award**
 - *ACTION*: Mike to find previous award information and send to Jenna/Jessica – sent 2/4/20
 - *ACTION*: Email recruitment notice (Dana/Jessica/Jenna) ASAP – sent 2/4/20
 - *ACTION*: Dana will ask at Governing Board meeting about the possibility of donating funds to BES or Ned Taft Award while registering for AFS membership
 - Jenna drafted 2020 application
 - Timeline: applications due end of May, decisions made by mid/end June
- **Digital Media**

- *Web page*
 - Jessica uploaded all approved meeting notes to Google Drive
 - *ACTION*: Gordon to upload approved meeting notes to website platform
 - Gordon next wants to look at the community groups that will replace the list serve
 - *ACTION*: Dana to finalize website text by February Governing Board meeting
 - *ACTION*: confirm with Gordon that a new page will be created for meeting notes
- *Social Media*
 - Community website (a tool/blog for folks to post questions/answers, share news, etc.) will be priority
 - Connect Solomon David (Science Communication Section) and Gordon, Solomon is familiar with this and would be good reference
 - 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)*
 - No updates
 - *Education Committee (Chair – Randy Beckwith)*
 - No updates
 - *AFS-BES/ASCE-EWRI Joint Fish Passage Committee (Chair – Kathy Hoverman)*
 - Brian Parsons (EWRI executive director) sent example MOU, 2/5/20 call
 - *ACTION*: Dana will discuss at Governing Board meeting about MOU
 - Kathy talked to Brian Parsons and Barbara Witten, helped clarify what needs to happen, very generic, high level, broad, non-specific MOU – we both support idea of promoting fisheries engineering thru a variety of processes
 - Formal recognition of joint committee
 - Subordinate agreements
 - Dana to investigate who AFS would have sign this MOU
 - Some organizations give grants to committees
 - *Resource Policy Committee (Chair – Patrick O'Rourke)*
 - RPC call Thursday 1/23

- ACTION*: Patrick will update ExCom after call and then membership call for volunteers

- **Updating Bylaws**
 - Bylaws – Dana working on, close to being done for ExCom review, deadline by Governing Board meeting. Then send to constitutional consultant.
 - BES Annual Calendar – Mike working on, deliverable goal by Governing Board meeting

- **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

- **AFS Topics and Questions**
 - Webinars Educational AFS staff coordination about webinars
 - See 1/17/20 meeting notes
 - *ACTION*: Dana will connect with Lauren Maza at Governing Board meeting to discuss webinars and get clarification on ask
 - AFS climate change issues
 - See 1/17/20 meeting notes
 - *ACTION*: Dana to update Scott of BES ExCom thoughts/commitments
 - Will discuss further on next call after Governing Board meeting

- **Membership**
 - Email membership to include:
 - *ACTION*: Jessica to finalize email after Governing Board meeting 2/23
 - 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

- WFMD/FPC/AFS 2020

7. Conferences/Training Opportunities

- **Governing Board Meeting**
 - Little Rock, AK, 2/23-24
- **World Fish Migration Day, May 16, 2020.**
 - <https://www.worldfishmigrationday.com/>
 - Any day before 5/16 is great!
 - Randy is organizing/participating in an outreach/educational event Thursday 5/14 at Sacramento Capital
 - Kathy is organizing/participating in an event in Richmond, VA
- **Fish Passage 2020. Lisbon, Portugal. June 29 – July 3, 2020**
 - Abstract acceptance 2/21/20
 - Early-bird registration closes 2/29/20
 - Past dates
 - Career award nominations due 1/31/20
 - Oral/Poster abstracts due 1/16/19
 - Project award nominations due 12/31/19
- **AFS 2020 Annual Meeting, Columbus, Ohio. Aug 30 – Sept 3 (AFS 150th Anniversary)**
 - Does BES want to sponsor a symposium or short course?
 - Not enough time to put something together (due 1/21/20)
 - 2020 AFS Meeting Request to support “Fish Exclusion Prize Promotion/Showcase”
 - See 1/17/20 meeting notes for background details
 - *ACTION*: Dana/Dan attended 1/23/20 call, update ExCom
 - 150th Anniversary AFS Section Exhibit
 - *ACTION*: Jessica membership call out to see who’s interested and to schedule call – sent 2/5/20
 - Nominate fish for committee
 - *ACTION*: pick a fish!

8. Next Meeting

- Friday, March 13, 2020 at 12 pm ET / 9 am PT

9. Adjourn

Action Items

1. Bills, bills, bills (Treasurer)

- Dana to get Jessica online banking info, Jessica to investigate other banks

2. Ned Taft Award

- Dana to ask at Governing Board meeting about the possibility of donating funds to BES or Ned Taft Award while registering for AFS membership

3. Digital Media

- Dana to finalize website text before Governing Board meeting 2/23
- Gordon to upload meetings notes to platform
- Dana to confirm with Gordon that new page will be created for meeting notes
- Dana to connect Solomon David (Science Communication Section) and Gordon regarding community website

4. ASCE-EWRI Joint Fish Passage Committee

- Dana to discuss MOU at Governing Board meeting providing EWRI example

5. Resource Policy Committee

- Randy to update ExCom after 1/23 call then membership call for dam removal policy volunteers

6. Bylaws

- Dana to draft bylaws by Governing Board meeting 2/23
- Mike to draft annual calendar by Governing Board meeting 2/23

7. Administrative, Reporting

- Dana/Mike to coordinate in populating the BES update by Governing Board meeting 2/23
- Dana to forward new AFS procedures manual and new constitution and rules

8. AFS Topics

- Dana will connect with Lauren Maza at Governing Board meeting to discuss webinars and get clarification on ask
- Dana to update Scott Bonar of BES ExCom thoughts/commitments on AFS climate change policy input/review

9. Membership

- Jessica to finalize email about exciting things happening and updated in BES after Governing Board meeting 2/23
- Sean Landsman to send survey, ExCom will forward to membership - pending

10. AFS 2020

- Dana/Dan/others to attend call about DOE WPTO pitch contest 1/23/20

- ExCom to nominate fish
- Schedule call for 150th anniversary BES exhibit

Completed Action Items (this period)

1. Jessica confirmed with Mike what five checks are for pre-dating 7/11/17, see checking account spreadsheet
2. Dana verified that AFS bills are paid 2/16/20
3. Mike sent Jenna/Jessica previous Ned Taft award information 2/4/20
4. Ned Taft Award recruitment email sent 2/4/20
5. Kathy forwarded EWRI example MOU to Dana
6. Jessica sent membership call for 150th anniversary NES exhibit 2/5/20
7. Jessica drafted membership email and received comments