



AFS Bioengineering Section Monthly ExCom Meeting Notes

Date: Friday, October 16, 2020. 3-4 pm ET (12-1 pm PT)

Meeting: Monthly BES ExCom Meeting

Location: Microsoft Teams

Subject: Meeting Notes

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 (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 (not present)

2. Call meeting to order:

- Quorum
- Welcome 2020-2022 term officers!
- Dan motioned to approve 9/16/20 meeting notes, Dana second. 8/28/20 meeting notes were approved during 9/16/20 annual business meeting with one page break revision.

3. Revisions to Agenda

4. Announcements

5. Treasurer's Report

- **Account Balances**
 - General Business Checking: \$18,660.46 (as of 10/14/20)
 - Ned Taft Award Fund: \$1,645.05 (as of 10/14/20)
- **Income**
 - *COMPLETED ACTION*: Jessica contacted Jackie Machado because BES has not received any 2020 income from AFS but did, by mistake, receive other section's income this summer. Waiting for response.
- **Expenses**
 - No expenses over the past two months.
- **Banks**
 - It is clear that many AFS units have the same banking issues as BES. At the Annual Meeting Dan Cassidy said he'd contact the AFS bank about their banking options.
 - *COMPLETED ACTION*: Jessica contacted Dan for any banking updates. Dan responded that AFS's bank has been more lenient with certain protocols and they've been able to conduct most business remotely, including removing a signatory from account. Dan recommended to contact our current bank and inquire about the current procedures.
 - *ACTION*: Jessica to reach out to online banks only.

6. BES Business

- **Ned Taft Award**
 - We're waiting to hear from Katrina Dunn (AFS) about the donation button.
 - *ACTION*: Dana send Katrina an email and cc Jenna
- **Digital Media**
 - *Web page*
 - Website text has been updated including 2020-2022 officers. If you notice anything that needs to be updated contact Gordon.
 - BES approved meeting notes are currently archived on the webpage and not available to membership.

- *ACTION*: Gordon to create a new page on website and upload approved meeting notes pdfs.
- *ACTION*: Jessica to move BES Google files from Dana's account to BES account
- *Community*
 - Currently drafting functionality table (outlines functionality and potential approaches for different communities components), code of conduct, and a how to use communities document
 - Gordon and Rachael Weiter met with Eva yesterday to work through lingering Community questions. Eva is going to update group name and update securities and permissions.
- Membership Emails
 - Google will not let us continue sending emails with a large BCC list anymore so we've gone back to sending membership emails from work emails.
 - Jessica investigated Google Groups but doesn't seem like this is what we want. It would allow anyone to send an email to all membership via the group email.
 - Jessica reached out to a colleague who manages the Virginia Stream Barrier Task Force for advice. She used to use Google Groups but USFWS folks stopped receiving them and she has not found a good solution.
 - Conclusion. Most correspondence can be sent via Community. For BES specific items, send from work emails.
- **Nature-like Fishway Guidelines**
 - This effort could be a task under either the Education/Technology committee or be a standalone activity.
 - Randy and Steve Malloch have been in touch. Steve has talked to the lead of the program and she is on board with the effort. There are grant opportunities usually eight per year (\$75,000). The next step is determine what the project would entail.
 - Ted Castro-Santos mentioned the Federal Interagency Nature-like Fishway Passage Design Guidelines during the ABM.
 - *ACTION*: Randy reach out to Laura Wildman about the 400 NLF list mentioned previously. Also reach out to folks who might be interested in joining the effort. People mentioned include Brent Medford (retired, USBR), Marcin Whitman, Laura Wildman, Brett Towler, Dana, and Jessica.
 - *ACTION*: Randy to setup kick-off meeting.

- **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)*
 - Kevin is attending annual EWRI Leadership and Council Weekend (10/16 & 17) during which he'll provide an update on joint committee's work over the past year.
 - MOU: AFS is ready to sign. Still waiting on EWRI comments. It will be discussed with the Hydraulics and Waterways Council during the EWRI event this weekend.
 - Steering committee is meeting with three parties that are interested in hosting future Fish Passage Conference. They include folks from Lisbon, Portugal, PNNL in Washington, and Nova Scotia.
- *Resource Policy Committee (Liaison – Patrick O'Rourke)*
 - Patrick is happy to keep being the RPC liaison and also happy to hand over to interested volunteer. He will continue to serve right now and start working on bringing someone new into the mix.
 - Patrick, Marcin, and Laura are revising the dam removal policy statement

- **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**

- The update information needed includes information like how many meetings, how many people, what workshops do you put on, etc.
- **ACTION:** Dana send Dan information needed for update/calendar. Dan to generate information. Update by end of calendar year.
- Jessica has a working document to keep track of yearly requirements (taxes, AFS reporting, etc.)

- *ACTION*: All review annual requirement document located on Google Drive

7. Conferences/Training Opportunities

- **AFS 2021 Annual Meeting, Baltimore, MD. August 8-12, 2021**
 - 150th unit exhibit
 - *COMPLETED ACTION*: Dana and Randy sent example videos
 - There were videos playing between sessions during AFS Annual Meeting. Great examples for BES exhibit. We should contact Beth, Eva, or Dan to send these example videos.
 - Video message: what is BES?
 - AFS Communications Section might have experience making videos or college students
 - Patrick suggested start this effort with existing footage (e.g. USFWS) and will lead. Jenna check out Alden videos. Jessica check out USFWS videos.
 - *ACTION*: All investigate existing video that could be used.
- **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

- Friday, November 20, 2020 12-1 pm ET (9-10 am PT)

9. Adjourn

Action Items

1. **Bills, bills, bills (Treasurer)**
 - Jessica to reach out to online banks only
2. **Ned Taft Award**
 - Dana send Katrina an email and cc Jenna
3. **Digital Media**
 - Gordon to create a new page on website and upload approved meeting notes pdfs
 - Jessica to move BES Google files from Dana's account to BES account
4. **Nature-like Fishway Guidelines**
 - Randy reach out to Laura Wildman about the 400 NLF list mentioned previously. Also reach out to folks who might be interested in joining the effort.
 - Randy to setup kick-off meeting
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

Completed Action Items (this period)

1. Jessica contacted Jackie Machado because BES has not received any 2020 income from AFS but did, by mistake, receive other section's income this summer. Waiting for response.
2. Jessica contacted Dan for any banking updates.
3. Dana and Randy sent example videos