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

1. **Attendance**
   - Current BES Officers
     - Dan Giza – President (present)
     - Dana Postlewait – Past President (present)
     - Patrick O’Rouke – President Elect (present)
     - Jessica Pica – Secretary/Treasurer (present)
   - BES Committee Representatives
     - Randy Beckwith – BES Technology and Education Committee Chair (not present)
     - Patrick O’Rouke – 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’Rouke)**
- 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/](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**
     - 150th 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


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