



# AFS Bioengineering Section Monthly ExCom Meeting Notes

Date: Thursday, January 14, 2021. 12-1 pm ET (9-10 am 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 (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 approved 12/18/20 meeting notes, Dana seconded

American Fisheries Society Bioengineering Section	Dana Postlewait – Past President Dan Giza – President	Patrick O'Rourke – President Elect Jessica Pica – Secretary/Treasurer	Page 1 of 6
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### 3. Revisions to Agenda

### 4. Announcements

### 5. Treasurer's Report

- **Account Balances**
  - General Business Checking: \$20,450.46 (as of 1/14/21)
  - Ned Taft Award Fund: \$1,630.08 (as of 1/14/21)
- **Income**
  - No income over the last month.
- **Expenses**
  - No expenses over the last month.
- **Banks**
  - *ACTION*: Jessica to move forward with opening AXOS bank account
  - Keep AFS posted on our banking experiences since everyone has banking problems

### 6. BES Business

- **Ned Taft Award**
  - *COMPLETED ACTION*: Jenna contacted Katrina about 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.
  - Waiting to hear back about scheduling a discussion.
  - *ACTION*: Jenna to revise award schedule and update documents since the annual meeting was pushed to November from August.
- **Digital Media**
  - *Web page*
    - *ACTION*: Gordon to create a new page on website and upload approved meeting notes pdfs.
  - *Communication Platform*
    - BES will not continue with Communities.
    - Evaluation of what functions can be incorporated into our webpage is needed.
    - An email marketing platform (Mailchimp, eMailDodo, etc.) might be able to cover the rest of our needs. They all provide different support and prices.

- Is LinkedIn an option? Rachael Weiter and Laura Wildman might have an opinion on this platform.
  
- **Nature-like Fishway Guidelines**
  - Missed the January 14, 2021 funding deadline. No rush since this effort is for summer 2022 conferences. Will hit the April deadline.
  - Dana is providing draft scope/budget.
  - 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
  - Included in this effort is a webpage to include guidance links, etc.
  
- **Committee Updates**
  - *Technology Committee (Chair – Randy Beckwith)*
    - No updates
  - *Education Committee (Chair – Randy Beckwith)*
    - **ACTION:** create running list of workshops/symposium/webinars/other topics of interest/BES sponsored events that we've done in the past. Jessica to create working document on Google Drive (or use existing document with webpage upcoming/past events). Randy to contact Laura Wildman and Mike Garello about past events. Kevin to get list of webinars (might be on webpage).
  - *AFS-BES/ASCE-EWRI Joint Committee on Fisheries Engineering and Science (Chair – Kevin Mulligan)*
    - No MOU updates
    - Next webinar: February 18, 2021. USFWS Bill Rice presenting Fish Ramps in the Inter-Mountain West and Great Plains
    - Steering committee meeting today to discuss WFMD organizing the 2021 virtual Fish Passage Conference. Should know by next month. Cvent platform might be an option (this information was forwarded to Margaret).
  - *Resource Policy Committee (Liaison – Patrick O'Rourke)*
    - No updates
  
- **Bylaws**

- *ACTION*: Dana to draft bylaws then pass to ExCom and Randy Shultz for review two weeks before March 3-4, 2021 mid-year Governing Board Meeting
- *ACTION*: Dana will share BES bylaws with joint committee
- **Administrative, Reporting**
  - Membership has dropped from 272 in December 2020 to 127 in January 2021. Look at previous lists maybe last few Decembers to generate lists.
  - *ACTION*: Jessica to send membership email making them aware of the shifted annual meeting dates, renew membership, and inform of 150<sup>th</sup> exhibit video plans and seek videos. (comb over last few December membership lists).
  - *ACTION*: Dana/Dan coordinate update/calendar.
  - *ACTION*: Jessica to add Ned Taft award info to annual requirements document. Maybe create a visual for this effort (e.g. calendar).

## 7. Conferences/Training Opportunities

- **AFS 2021 Annual Meeting, Baltimore, MD. November 6-10, 2021**
  - AFS recently changed conference dates from August to November
  - 150<sup>th</sup> unit exhibit
    - *ACTION*: All investigate existing video that could be used.
    - *ACTION*: Dana to reach out to science communication section (good contact for video creation)
    - COMPLETED ACTION: Dana contacted Brad Johnson who reached out to professor that might be interested in helping with this effort, waiting to hear back
    - *ACTION*: All start brainstorming video details like length of video, what text we want, etc.

## 8. Next Meeting

- Moving forward with 2<sup>nd</sup> Thursday of the month meetings
- February 11, 2021. 3-4 pm ET (12-1pm PT)

## 9. Adjourn

## Action Items

### 1. Bills, bills, bills (Treasurer)

- Jessica to move forward with opening AXOS bank account

### 2. Ned Taft Award

- Jenna to revise award schedule and update documents since the annual meeting was pushed to November from August.

### 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/other topics of interest/BES sponsored events that we've done in the past. Jessica to create working document on Google Drive (or use existing document with webpage upcoming/past events). Randy to contact Laura Wildman and Mike Garello about past events. Kevin to get list of webinars (might be on webpage)

### 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 two weeks before March 3-4, 2021 mid-year Governing Board Meeting
- Dana to share BES bylaws to Joint Committee

### 10. Administrative, Reporting

- Jessica to send membership email making them aware of the shifted annual meeting dates, renew membership, and inform of 150<sup>th</sup> exhibit video plans and seek videos. (comb over last few December membership lists).
- Dana/Dan coordinate update/calendar.
- Jessica to add Ned Taft award info to annual requirements document. Maybe create a visual for this effort (e.g. calendar).

### 11. AFS 2021

- All investigate existing video that could be used
- Dana to reach out to science communication section (good contact for video creation)
- All start brainstorming video details like length of video, what text we want, etc.

### **Completed Action Items (this period)**

1. Jenna contacted Katrina about 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. Waiting to hear back about scheduling a discussion.