



AFS Bioengineering Section Monthly ExCom Meeting Notes

Date: Thursday, February 11, 2021. 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 (present)

2. Call meeting to order:

- Quorum
- Dan approved 1/14/21 meeting notes, Dana seconded

3. Revisions to Agenda

4. Announcements

- AFS sent meetings code of conduct
- AFS is seeking financial planning and procedures committee members

5. Treasurer's Report

- **Account Balances**
 - General Business Checking: \$20,450.46 (as of 2/5/21)
 - Ned Taft Award Fund: \$1,625.09 (as of 2/5/21)
- **Income**
 - No income over the last month.
- **Expenses**
 - No expenses over the last month.
- **Banks**
 - *COMPLETED ACTION:* Jessica transferred all funds to checking account and saved all banking statements, Mike Garello wrote check for all funds (\$22,075.55) and mailed to Jessica
 - *ACTION:* Jessica to move forward with opening AXOS bank account once check is in hand. Then Mike or Jon Black will call BoA to close account.
 - Keep AFS posted on our banking experiences since everyone has banking problems

6. BES Business

- **Ned Taft Award**
 - Jenna/Dana talked with Katrina/Eva about how to move forward with fundraising for the Ned Taft Award. It's illegal for AFS to fundraise for BES because we have different tax IDs. They are willing to help us set up a link on our website and get the word out.
 - There are two options BES can look into: Paypal or GiveButter
 - PayPal offers a free option for non-profits <https://www.paypal.com/us/non-profit/fundraising/fundraising-online>
 - Givebutter offers a free option for non-profits <https://givebutter.com/nonprofits>
 - BES would need to send AFS an owner receipt. They have examples to send us.

- It seems the best option to move forward with is to create a PayPal account (once our new bank account is set up) and create a link on the BES webpage (Gordon will assist with this).
- *COMPLETED ACTION*: Based on the annual meeting being pushed to November from August, Jenna plans to move all deadlines back 3 months. Announcement will be sent in May and applications will be due by end of August 2021.

- **Digital Media**
 - *Web page*
 - *Communication Platform*
 - We're discussing how BES and JC can provide information to the general fish passage science/engineering community. We've investigated email marketing platforms (Mailchimp, Constant Contact, Campaign Manager, Discourse, eMailDodo, MailPoet). Between our two groups, our target audiences (email subscriptions) include:
 - Fish Passage Conference
 - Webinars
 - Job announcements
 - General BES communications
 - General JC communications (very rare)
 - Project/career award announcements
 - Currently there is a shared MailChimp account for WFMF and FPC.
 - Next steps are to gather BES and JC representatives to discuss this effort (general effort, funding, account management, identify email platforms, perform trial, etc.). Any members interested in participating let Gordon know.
 - *ACTION*: Gordon and/or Rachael to set up meeting to discuss this effort.

- **Nature-like Fishway Guidance**
 - *ACTION*: Dana/Randy to provide draft scope and budget for April funding deadline
 - Brent Medford is fully committed to facilitate

- **Committee Updates**
 - *Technology Committee (Chair – Randy Beckwith)*
 - No updates

- *Education Committee (Chair – Randy Beckwith)*
 - **VOID 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).
 - This is essentially what our Meetings & Events page is. It mostly lists conferences/meetings/some sponsored sessions. Events are listed by date. Do we want to do anything in addition to this like list short courses and content? It could turn into a very large effort.
 - Decision made to table for possible future effort
- *AFS-BES/ASCE-EWRI Joint Committee on Fisheries Engineering and Science (Chair – Kevin Mulligan)*
 - JC voted to proceed with virtual conference yesterday. WFME has volunteered to host it (they have a lot of experience with holding these types of events). It will be a 4 day event, 2.5 hrs/day, with 12 speakers. They will accommodate different time zones throughout the event.
 - **FUNDING REQUEST:** They want to make the FPC 2021 virtual conference free to the public which would require sponsors. Can BES be a sponsor for \$5,000?
 - What does a sponsorship get BES? These details are still being worked out. Currently for € 600 = logo and € 900 = 30 s video clips aka commercials between presentations. There are no current plans for higher sponsorship.
 - **ACTION:** Kevin to put Dan and Herman Wannigen in touch to discuss sponsorship.
 - No MOU updates
 - Webinar February 18, 2021 Bill Rice (USFWS) will present Fish Ramps in the Inter-Mountain West and Great Plains. He is breaking records with 400 registrations!
- *Resource Policy Committee (Liaison – Patrick O'Rourke)*
 - Jodi Whittier with the University of Missouri is the new AFS Resource Policy Committee Chair.
 - Request for RPC liaison and another BES member to review the climate policy. It's not terribly long. If you're interested in participating let Patrick know.
 - What are our primary policy concerns as a section? One is to revise the outdated dam removal policy.

- Hasn't heard about a deadline for these requests yet but will circle with group early next week with asks and dates.

- **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 JC

- **Administrative, Reporting**
 - *COMPLETED ACTION*: Jessica sent membership email making them aware of the shifted annual meeting dates, renew membership, and inform of 150th exhibit video plans and seek videos. (combined December 2019 and 2020 membership lists).
 - Boyd Kynard offered a video of fish ascending the BK fishway. Waiting for the clip.
 - We went from 127 members in January to 181 in February!
 - *ACTION*: Dana/Dan coordinate update/calendar.
 - *COMPLETED ACTION*: Jessica to add Ned Taft award info to annual requirements document. Created a visual for this effort (e.g. calendar).

- **Future Symposiums**
 - Jessica/Dana received an email from a BES member if we were organizing a 2021 symposium. This seems like someone who might want to get more involved with BES activities in the future.
 - Kevin recently distributed a survey to the JC and two of the questions revolved around organizing symposiums at AFS and EWRI conferences.
 - Should BES organize a symposium for every annual AFS conference? This is a perfect Education Committee task/topic.
 - JC discussed forming a task group to organize symposiums at AFS/EWRI/FPC
 - Kevin sees that the JC would bring topics to BES
 - Another option is the JC leads EWRI, BES leads AFS, and jointly work on FPC symposiums
 - This is at the earliest a 2022 effort. Kevin (or JC task group chair) and Randy to touch base in future.

- There's a bigger discussion to have about BES and JC roles and organization to limit overlap.

7. Conferences/Training Opportunities

- **AFS 2021 Annual Meeting, Baltimore, MD. November 6-10, 2021**
 - AFS recently changed conference dates from August to November
 - 150th 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

- March 11, 2021. 12-1 pm ET (9-10 am PT)

9. Adjourn

Action Items

1. **Bills, bills, bills (Treasurer)**
 - Jessica to move forward with opening AXOS bank account once check is in hand.
Then Jon Black or Mike will call BoA to close account
2. **Ned Taft Award**
3. **Digital Media**
 - Gordon and/or Rachael to set up meeting to discuss this effort.
4. **Nature-like Fishway Guidelines**
 - Dana/Randy to provide draft scope and budget for April funding deadline
5. **Technology Committee**
6. **Education Committee**
7. **ASCE-EWRI Joint Committee Fisheries Engineering and Science**
 - Kevin to put Dan and Herman Wannigen in touch to discuss sponsorship.
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 with JC
10. **Administrative, Reporting**
 - Dana/Dan coordinate update/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. Gordon created a new page on website and uploaded approved meeting notes pdfs
2. Jessica transferred all funds to checking account and saved all banking statements, Mike Garello wrote check for all funds (\$22,075.55) and mailed to Jessica
3. Based on the annual meeting being pushed to November from August, Jenna plans to move all deadlines back 3 months. Announcement will be sent in May and applications will be due by end of August 2021.

4. Jessica sent membership email (1/19/21) making them aware of the shifted annual meeting dates, renew membership, and inform of 150th exhibit video plans and seek videos. (combined December 2019 and 2020 membership lists).
5. Jessica added Ned Taft award info to annual requirements document. Drafted a visual for this effort (e.g. calendar).
6. Dana contacted Brad Johnson who reached out to professor that might be interested in helping with this effort, waiting to hear back