



AFS Bioengineering Section Monthly ExCom Meeting Notes

Date: Thursday, April 8, 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 (not present)
 - Patrick O'Rourke – President Elect (not 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 (not 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:

- No quorum
- Wait to approve 3/11/21 meeting notes until next meeting

3. Revisions to Agenda

4. Announcements

5. Treasurer's Report

- **Account Balances**
 - All funds in general checking right now during banking transition
 - General Business Checking: \$22,075.55 (as of 4/5/21) (\$1,625.09 is Taft funds)
- **Income**
 - No income over the last month.
- **Expenses**
 - No expenses over the last month.
- **Banks**
 - Jessica contacted AXOS Bank and learned they need proof that BES can conduct business under AFS so reached out to Dan Cassidy for a letter.
 - *ACTION*: Jessica still working towards opening AXOS bank account. Then will close BoA checking account.
- **Taxes**
 - Jessica did submit form 990 on online platform but it was rejected because apparently BES is not in the tax exempt database. Jessica calling IRS to work this out.
 - *ACTION*: Jessica to submit annual BES tax requirements – form 990-EZ

6. BES Business

- **Ned Taft Award**
 - *ACTION*: Jenna to create a PayPal account (once our new bank account is set up) and Gordon to create a link on the BES webpage.
 - Jenna will send award announcement sometime next month.
- **Digital Media**
 - *Web page*
 - *Communication Platform*
 - BES and JC committee representatives met to this effort (general effort, funding, account management, identify email platforms, perform trial, etc.). Decided to move forward with testing the MailPoet platform.

- Meeting tomorrow with Andy to see if they can use MailPoet to send May webinar announcement, 800 on email list so fits under 1000 free version

- **Nature-like Fishway Guidance**
 - *COMPLETED ACTION*: Dana/Randy provided draft scope and budget for April funding deadline
 - Randy hasn't heard back from Steve yet.

- **Committee Updates**
 - *Technology Committee (Chair – Randy Beckwith)*
 - ACTION: Dan to look into finding someone else to lead this committee and circle back. People include John Burnet (screening company – formerly EPRI), Andy Peters, Vincent Autier.
 - *Education Committee (Chair – Randy Beckwith)*
 - AFS 2022 Nature-like fishway symposium
 - *AFS-BES/ASCE-EWRI Joint Committee on Fisheries Engineering and Science (Chair – Kevin Mulligan)*
 - ACTION: If anyone has FPC2021 keynote speaker ideas pass them along to Kevin
 - Fish Passage 2021 planning is well underway. Funding goal has been hit and speakers are being recruited.
 - I'm working on building a new conference website. Our current site, hosted by UMass, is no longer being supported by their IT. As a result, we've been forced to look for a new web host. I've been talking with Beth Beard from AFS, and she's informed me that we can make another standalone webpage, like the joint committee website, for our conference through AFS. This has been discussed with the steering committee for the conference and the FP2021 local hosts; we all agree going through AFS is our best path forward. In talking with Beth, I learned that adding this new website will not cost anything extra, with a caveat. BES pays AFS \$240 a year right now for your website, plus two sub websites. The joint committee is one sub site, and now we are proposing to have the second sub site be for the fish passage conference. Beth said BES can always add more sub sites if needed, but the cost will go up. Either way, we want to help pay for these hosting fees through conference revenues going forward. The steering committee agreed this would make the most sense.
 - No MOU updates

- *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 next Governing Board Meeting (probably November)

- **Administrative, Reporting**
 - *ACTION:* Dana/Dan coordinate update/calendar. Pull in Mike if needed.
 - AFS job board updates – additional resources in the job board, see email

7. Conferences/Training Opportunities

- **AFS 2021 Annual Meeting, Baltimore, MD. November 6-10, 2021**
 - *ACTION:* Jessica to send email to membership with list of symposia they might be interested in submitting to (abstracts due 4/22/21)
 - 150th unit exhibit
 - Dana has been in contact with Sean Landsman, Science and Communications Section president. They might be able to help us out but we need to focus our efforts to outline video content.
 - *ACTION:* Jessica to create Google Doc for us to start outlining content
 - We need someone to lead this effort. Wait until we hear back from outside help.
 - *ACTION:* Dan to submit space registration form

8. Next Meeting

- May 13, 2021. 12-1 pm ET (9-10 am PT)

9. Adjourn

Action Items

1. Bills, bills, bills (Treasurer)

- Jessica still working towards opening AXOS bank account. Then will close BoA checking account.
- Jessica to submit annual BES tax requirements – form 990-EZ

2. Ned Taft Award

- Jenna to create a PayPal account (once our new bank account is set up) and Gordon to create a link on the BES webpage.

3. Digital Media

4. Nature-like Fishway Guidelines

5. Technology Committee

- Dan to look into finding someone else to lead this committee and circle back. People include John Burnet (screening company – formerly EPRI), Andy Peters, Vincent Autier.

6. Education Committee

7. ASCE-EWRI Joint Committee Fisheries Engineering and Science

- Jessica will coordinate the funds once the new bank account is set up.
- If anyone has FPC2021 keynote speaker ideas pass them along to Kevin

8. Resource Policy Committee

9. Bylaws

- Dana to draft bylaws then pass to ExCom and Randy Shultz for review two weeks before next Governing Board Meeting (probably November)

10. Administrative, Reporting

- Dana/Dan coordinate update/calendar. Pull in Mike if needed.

11. AFS 2021

- Jessica to create Google Doc for us to start outlining content
- Dan to submit space registration form
- Jessica to send email to membership with list of symposia they might be interested in submitting to (abstracts due 4/22/21)

Completed Action Items (this period)

1. Dana/Randy provided NLF draft scope and budget for April funding deadline