



# AFS Bioengineering Section Monthly ExCom Meeting Notes

Date: Thursday, July 8, 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 (not 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 (not 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 6/10/21 meeting notes, Patrick second

### 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: \$20,937.32 (as of 7/6/21) (\$1,625.09 is Taft funds)
- **Income**
  - No income over the last month.
  - AFS is implementing a new, electronic/ACH payment system to ensure units receive dues remittance collected by AFS and that any rebates are deposited. In the past, dozens of unit checks would go uncashed each year causing AFS to incur stop-payment bank fees and the added time to reissue checks. This new process will ensure chapters get paid promptly and funds are deposited directly into the chapter's bank account.
  - *ACTION:* Jessica to provide BoA bank account information to AFS by August 1 along with membership list.
- **Expenses**
  - No expenses over the last month.
- **Banks**
  - No go on AXOS bank. They still need proof that BES can conduct business under AFS (federal and state). The documents I was sent thinking we might not have issues anymore was false hope – they sent in preparation for receiving state proof. The application is still active until July 25, 2021.
  - BES has exhausted our efforts on this banking task. AFS staff should be able to help with this because we're not the only section struggling. Maybe they could look into bringing all section bank accounts to their bank and what other non-profits like ours do in this situation? Whatever we do needs flexibility when it comes to rotating signatories located around the country.
  - *ACTION:* Jessica to circle back with Dan Cassidy with update – no go on AXOS, exhausted our efforts, provide other section banks and similar issues.
  - *ACTION:* Dan to bring up banking issue at August Governing Board meeting.
  - *ON HOLD ACTION:* Jessica open new bank account. Then will close BoA checking account.

- **Taxes**
  - *ACTION:* Jessica to verify BES 2020 return filed
  - *COMPLETED ACTION:* Jessica verified BES database info updated

## 6. BES Business

- **Ned Taft Award**
  - *ACTION:* Send out travel award announcement reminder to at a minimum BES and student/young professional's section. Might reach out to AFS divisions (North Central, Northeastern, Southern, and Western). Applications are due at the end of August.
  - Move forward with setting up PayPal account since there won't be any bank movement for a while.
  - *ACTION:* Jenna to create a PayPal account (with BoA account) and Gordon to create a link on the BES webpage.
- **Digital Media**
  - No substantial updates. Gordon continues to help facilitate getting the email list server going through MailPoet on our units.fisheries.org Wordpress platform and is still sorting out issues like snags on email authorization. He's starting to not like the user-friendliness.
  - *ACTION:* Gordon to circle up with Rachael to see if she has any capacity to sort out the authorization email issue.
- **Nature-like Fishway Guidance**
  - There's been a lot of back and forth on the application. RLF staff suggested that we split payment on the grant into two branches - one to set up the proposed symposium and a second, after the green light, to actually put it on. Revisions were made to proposal based on RLF comments and cost broken into \$33k pre- and \$12k post-symposium acceptance.
  - Dan motion to approve proposal with recent edits and cost break down.
- **Committee Updates**
  - *Technology Committee (Chair – Randy Beckwith)*

- What does a resurrected technology committee look like? Table this effort for right now. We should better understand the history before discussing at Annual Business Meeting. It's tricky with private companies.
- *ACTION*: Dan contact Jon Black and Mike Garello about committee history and purpose.
- *ON HOLD ACTION*: Dan to look into finding someone else to lead this committee. Maybe Vincent Autier?
- *Education Committee (Chair – Randy Beckwith)*
  - No updates
- *AFS-BES/ASCE-EWRI Joint Committee on Fisheries Engineering and Science (Chair – Kevin Mulligan)*
  - MOU: no progress. Handed over reins to Kathy Hoverman. What does this mean for our relationship with EWRI?
  - FPC: June 13-16, 2022, PNNL Richland, WA. Planning hybrid event.
  - Webinar: NYSDEC Megan Lung in September and Downeast Salmon Federation Dwayne Shaw in December
- *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.
  - Jessica worked with AFS staff to get authorization to post to the AFS job board

## 7. Conferences/Training Opportunities

- **Fish Passage Conference, virtual, June 21-24, 2021**
  - Dan led BES sponsorship breakout meeting attended by other ExCom and BES members. Highlighted BES activities like Ned Taft, support and organize symposium, etc. and AFS November annual meeting. There was good participation and we'll learn soon if people joined BES.
  - After the breakout Dan learned:

- There is no section membership fee for student AFS members.
- The AFS membership system is not able to handle adding section memberships mid-cycle (i.e., between renewals). Meaning a member is not able to sign into their AFS account and add BES at any time on their own.
- AFS members would need to contact Adrienne Vincent to update their AFS account to include BES and pay the fee, mid-cycle.
- *ACTION*: Dan to bring up at August Governing Board meeting that the system is not able to handle adding section memberships mid-cycle.
- **AFS 2021 Annual Meeting, Baltimore, MD. November 6-10, 2021**
  - Abstracts due: August 16, 2021
  - Annual Business meeting room
    - Dan submitted form for ABM room with ranked dates/times (Tues 5pm, Tues 6pm, Mon 5pm). He also put us on list to get one of two rooms that have WiFi since we don't want a phone line but would rather have (free) Teams or other way of including people. Dan also has a work provided hot spot that we could use if we don't have WiFi.
  - 150<sup>th</sup> unit exhibit
    - Dana secured help for the 150th video project from Kleinschmidt marketing group. We need to give them access to the Google drive with the video clips and give order desired. She suggested 8 to 9 minutes max for a loop, otherwise people get bored. They have time available until 2nd week of October so we should plan on finishing early.
    - *ACTION*: Dan to set up ExCom meeting to outline video. Will first reach out to Dana for his schedule.

## 8. Next Meeting

- August 12, 2021. 3-4 pm ET (12-1 pm PT)
- Jessica sent out new Teams calendar invite that has both online and phone call in options for all future meetings.

## 9. Adjourn

## Action Items

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

- Jessica to provide bank account information to AFS by August 1 along with membership list.
- Jessica to circle back with Dan Cassidy with update – no go on AXOS, exhausted our efforts, provide other section banks and similar issues.
- Dan to bring up banking issue at August Governing Board meeting.
- On hold: Jessica open new bank account. Then will close BoA checking account.
- Jessica to verify BES 2020 return filed

### 2. Ned Taft Award

- Send out travel award announcement reminder to at a minimum BES and student/young professional's section. Might reach out to AFS divisions (North Central, Northeastern, Southern, and Western). Applications are due at the end of August.
- Jenna to create a PayPal account (with BoA account) and Gordon to create a link on the BES webpage.

### 3. Digital Media

- Gordon to circle up with Rachael to see if she has any capacity to sort out the authorization email issue.

### 4. Nature-like Fishway Guidelines

### 5. Technology Committee

- Dan contact Jon Black and Mike Garello about committee history and purpose.
- On hold: Dan to look into finding someone else to lead this committee.

### 6. Education Committee

### 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 next Governing Board Meeting (probably November)

### 10. Administrative, Reporting

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

### 11. AFS 2021

- Dan to bring up at August Governing Board meeting that the system is not able to handle adding section memberships mid-cycle.

- Dan to set up ExCom meeting to outline video. Will first reach out to Dana for his schedule.

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

1. Jessica verified BES database info updated