



AFS Bioengineering Section Monthly ExCom Meeting Notes

Date: Thursday, September 9, 2021. 12-1 pm ET (9-10 am 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 (present)
 - Patrick O'Rouke – 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 (not present)

2. Call meeting to order:

- Quorum
- Dan motioned to approve 8/12/21 meeting notes, Dana second

3. Revisions to Agenda

- Governing Board Meeting August 12, 2021
 - Dan created folder in Google Drive with meeting documents

- Brian Murphy, outgoing President, gave report of accomplishments and other comments on past year
- Approval by GB and adoption as an AFS policy for all AFS meetings
- Approval of sponsoring and financial responsibility for the Latin America and Caribbean Fisheries Congress
- Officer transition, Leanna Roulson is incoming President and gave Plan of Work
- Discussion on how to fill at large positions

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 9/8/21) (\$1,625.09 is Taft funds)
- **Income**
 - No income over the last month.
- **Expenses**
 - *ACTION:* Jessica to send \$240 check to AFS for 2021 web service web hosting fee
- **Banks**
 - *ON HOLD ACTION:* Dan to bring up banking issue when next opportunity arises
 - *ACTION:* Dana with R2 has had great experience with Washington Federal. He will reach out to learn about the signatory process.
 - *ON HOLD ACTION:* Jessica open new bank account. Then will close BoA checking account.
- **Taxes**
 - *ACTION:* Jessica to verify BES 2020 return filed

6. BES Business

- **Ned Taft Award**
 - Application updates
 - Jenna received one inquiry in the award but no submittals yet.
 - *ACTION:* Jenna to create a PayPal account (with BoA account) and Gordon to create a link on the BES webpage.
 - PayPal still hasn't contacted Jenna about setting up account. (With non-profit accounts, once you start the account process PayPal will then reach out to you.)

- **Digital Media**
 - Gordon has updated the “testing team” on via email last week. He has been able to send a couple test emails and are finally moving ahead following a bit of a technical glitch. We are in the process of scheduling a meeting for users who want a quick tutorial, which will include members of the Joint Comm.

- **Nature-like Fishway Guidance**
 - Steve Malloch is good with scope. He revised to call out two separate payments. Randy work with Jessica to finalize Section B. Dan will be signatory. RLF will pay BES and then BES to pay Brent.

- **Committee Updates**
 - *Technology Committee (Chair – Randy Beckwith)*
 - *COMPLETED ACTION:* Dan contacted Jon Black, who provided start of committee information but not anything reporting what was accomplished.
 - *ACTION:* All, review technology committee documents before next meeting
 - *ON HOLD ACTION:* Dan to look into finding someone else to lead this committee. Maybe Vincent Autier?
 - *Education Committee (Chair – Randy Beckwith)*
 - For AFS 2022, Randy might have to get someone else to moderate NLF symposium because he will have a project going to construction
 - *AFS-BES/ASCE-EWRI Joint Committee on Fisheries Engineering and Science (Chair – Kevin Mulligan)*
 - No 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 by end of October

- **Administrative, Reporting**
 - *ACTION:* Dana/Dan coordinate update/calendar. Pull in Mike if needed.

- *ACTION*: Jessica to write default blurbs to tell people about AFS job board. When person reaches out to send job posting to members and when sending out postings to members.
- **Officer Elections 2022**
 - *ACTION*: Dana to start recruiting for 2022-2024 Executive Committee Officers
 - Typical cycle: seek nominations April/June, elections in June/August, announcement at Annual Meeting August/September

7. Conferences/Training Opportunities

- **AFS 2021 Annual Meeting, Baltimore, MD. November 6-10, 2021**
 - *ON HOLD ACTION*: Dan to bring up that the system is not able to handle adding section memberships mid-cycle when next opportunity arises.
 - Abstracts due: August 16, 2021
 - Dan responded to in-person conference room request – room with WiFi with 22 person capacity. No confirmed day or time yet.
 - Vaccination requirement for in-person meeting. Plans still to move forward with in-person and virtual meeting but it continue to monitor.
 - 150th unit exhibit
 - *COMPLETED ACTION*: We compiled and sent GinaRenee all content (videos, pictures, text/stats) by 8/26

8. Next Meeting

- October 14, 2021. 3-4 pm ET (12-1 pm PT)

9. Adjourn

Action Items

1. Bills, bills, bills (Treasurer)

- Jessica to send \$240 check to AFS for 2021 web service web hosting fee
- On hold: Dan to bring up banking issue when next opportunity arises
- Dana will reach out to Washington Federal to learn about the signatory process
- On hold: Jessica open new bank account. Then will close BoA checking account.
- Jessica to verify BES 2020 return filed

2. Ned Taft Award

- Jenna to create a PayPal account (with BoA account) and Gordon to create a link on the BES webpage.

3. Digital Media

4. Nature-like Fishway Guidelines

5. Technology Committee

- All, review technology committee documents before next meeting
- 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 by end of October

10. Administrative, Reporting

- Dana/Dan coordinate update/calendar. Pull in Mike if needed.
- Jessica to write default blurbs to tell people about AFS job board. When person reaches out to send job posting to members and when sending out postings to members.

11. Officer Elections 2022

- Dana to start recruiting for 2022-2024 Executive Committee Officers

12. AFS 2021

- On hold: Dan to bring up that the system is not able to handle adding section memberships mid-cycle when next opportunity arises.

Completed Action Items (this period)

1. Dan contacted Jon Black, who provided start of committee information
2. We compiled and sent GinaRenee all content (videos, pictures, text/stats) by 8/26