



# AFS Bioengineering Section Monthly ExCom Meeting Notes

Date: Thursday, October 14, 2021. 3-4 pm ET (12-1 pm 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 (not present)

## 2. Call meeting to order:

- Quorum
- Dan motioned to approve 9/9/21 meeting notes with minor word revision, 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: \$20,697.32 (as of 10/12/21) (\$1,625.09 is Taft funds)
- **Income**
  - No income over the last month.
- **Expenses**
  - *COMPLETED ACTION*: Jessica sent \$240 check to AFS for 2021 web service web hosting fee 9/21/21
- **Banks**
  - *ON HOLD ACTION*: Dan to bring up banking issue when next opportunity arises
  - *COMPLETED ACTION*: Dana reached out to learn about the signatory process with Washington Federal.
  - Washington Federal: Great customer service. Person in 1 of 8 states to set up account but signatories don't need to be in those states. Seems like signatories will just need to notarize and mail to next person.
  - *ON HOLD ACTION*: Jessica open new bank account. Then will close BoA checking account.
- **Taxes**
  - *ACTION*: Jessica to verify BES 2020 return filed
  - Jessica contacted IRS 9/24/21 to learn why the BES 2020 return hadn't been uploaded to IRS website yet. Turns out BES 2020 return was not filed in April when Jessica called to make sure BES was labeled as a tax-exempt status. An IRS rep said he filed our 2020 return but he could provide no proof until in four weeks it should be listed on the IRS page (search EIN: 52-1273183 on <https://apps.irs.gov/app/eos/>). There's no penalty for filing late.

### 6. BES Business

- **Ned Taft Award**
  - *COMPLETED ACTION*: Jenna created a PayPal account (with BoA account) <https://www.paypal.com/us/fundraiser/charity/4337603>

- PayPal accepted BES as non-profit
- No applications were submitted for student award
- *ACTION*: Gordon to create a link on the BES webpage.
  
- **Digital Media**
  - Webpage: No updates
  - Mailpoet: Rachel will help out with templates. Figuring out how to create forms for webinar attendee list. Future plans for demo presentation.
  
- **Nature-like Fishway Guidance**
  - Randy and Jessica have been working with RLF to finalize NLF contract. BES obtained a letter from Dan Cassidy saying BES can operate under AFS but RLF said they'd have to see the letter before deciding if it would be acceptable for the contract.
  - Randy will get in touch with Brent and hopes to set up meeting in next month or so to get the ball rolling.
  
- **Committee Updates**
  - *Technology Committee (Chair – Randy Beckwith)*
    - *COMPLETED ACTION*: All, reviewed technology committee documents before next meeting
    - This is more for the resources than the committee review itself. If we're not reviewing technologies just loop into education committee activity to let people know about new technologies.
    - *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)*
    - *ACTION*: Discuss BES handling FPC funds
    - Kevin drafted bylaws and Dana to assist
  - *Resource Policy Committee (Liaison – Patrick O'Rourke)*
    - AFS has been asking members to contact their congress members about the Recover America's Wildlife Act

- **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.
  - *COMPLETED ACTION*: Jessica wrote 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.
    - Message to accompany job announcement emails: “Also, check out the AFS Career Center for other job postings and career resources.  
<https://jobs.fisheries.org/>”
    - Message to person requesting job announcement email: “Check out the AFS Career Center, a top resource for qualified job seekers in the fisheries industry. AFS is dedicated to connecting employers with targeted candidates looking for jobs through a variety of digital recruitment packages.  
<https://jobs.fisheries.org/>”
  
- **Officer Elections 2022**
  - *ACTION*: Dana to start recruiting for 2022-2024 Executive Committee Officers
  - Dana has reached out to a few folks. The push will be in early January to make calls.
  - *ACTION*: Start google drive doc with who you’ve reached out to
  - 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.
  - Vaccination requirement for in-person meeting. Plans still to move forward with in-person and virtual meeting.
  - AFS was informed that in-person attendance by federal employees from a number of agencies will not be approved. In order to facilitate scheduling of live talks, AFS

- will convert all in-person presentations by federal employees to virtual pre-recorded presentations only.
- Jessica and Patrick are not approved to attend conference in-person
  - 150<sup>th</sup> unit exhibit
    - GinaRenee sent draft video exhibit for all to review. Folks reviewed video and provided comments.
  - Kleinschmidt to send monitor to display video to Baltimore. Dan will figure out address.
  - Annual Business Meeting
    - Confirmation: Tuesday the 9<sup>th</sup> at 5-6pm ET with WiFi
    - *ACTION*: Jessica to set up Teams meeting with call in number and draft agenda
    - Dan to contact Mike Garello about tech committee, to see if we talk about it
  - Clean Current 2022
    - The National Hydropower Association has started a new conference (similar to Hydrovision) that is meeting in Atlanta in a couple of weeks. As part of the planning for that conference, Patrick was approached about how to get more fisheries topics into next year's meeting. More to come in future since 2022 conference.

## 8. Next Meeting

- ABM November 9, 2021. 5-6 pm ET (2-3 am PT) in place of monthly ExCom.

## 9. Adjourn

## Action Items

1. **Bills, bills, bills (Treasurer)**
  - On hold: Dan to bring up banking issue when next opportunity arises
  - On hold: Jessica open new bank account. Then will close BoA checking account.
  - Jessica to verify BES 2020 return filed
2. **Ned Taft Award**
  - Gordon to create a link on the BES webpage
3. **Digital Media**
4. **Nature-like Fishway Guidelines**
5. **Technology Committee**
  - 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**
  - Discuss BES handling FPC funds
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.
11. **Officer Elections 2022**
  - Dana to start recruiting for 2022-2024 Executive Committee Officers
  - Start google drive doc with who you've reached out to
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.
  - Jessica to set up Teams meeting with call in number and draft agenda

## Completed Action Items (this period)

1. Jessica sent \$240 check to AFS for 2021 web service web hosting fee 9/21/21
2. Dana reached out to Washington Federal to learn about the signatory process
3. Jenna created a PayPal account
4. All, reviewed technology committee documents before next meeting

5. Jessica wrote 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.
- 6.