**Colorado-Wyoming Chapter of the American Fisheries Society**

**Excom Meeting Minutes**

**August 8, 2016**

**Steamboat Springs, CO**

**Notes:** Kevin Gelwicks, edited by Eric Fetherman

**Attendees:**

On Phone: Dan Brauch, Greg Anderson, Diana Miller, Eric Fetherman (Secretary/Treasurer).

In Steamboat Springs, CO: Rick Henderson (President), Bobby Compton (Past President), Kevin Gelwicks (Vice President)

**The meeting was called to order at 11:08 am, a quorum was established, and the official officer changeover occurred for FY 17.**

A new agenda item was added to include a planning update for the 2017 Annual Meeting.

Bobby made a motion to approve the March 3, 2016 Annual Business Meeting minutes. Eric seconded. The minutes were unanimously approved. These minutes were previously distributed to the Excom and committee members and were edited based on their comments.

**FY16 Treasurer’s Report.**

There was some discussion about what documents need to go out to the membership. Dan pointed out that the FY16 year end budget just needed to go to the Excom, but the FY17 proposed budget should go to membership, especially to get input from committee chairs. Rick noted that he already ran it by the membership at the March Business Meeting.

FY16 budget…Dan commented on how well we did financially in FY16. Bobby recommended that it is important to stick to the budget as well as possible.

Bobby asked if we should be moving money around between accounts. Dan thought we had discussed this at an earlier meeting. Dan said the Excom has the latitude to move funds between budgets without taking it to the membership. Based on the January Excom notes, we planned on keeping $45,000 in the checking account to cover annual meeting expenses and move the rest to the WD AFS investment fund. Kevin and Eric will take care of transferring money soon. Kevin will start by talking to Travis Neebling, Western Division Secretary-Treasurer. Based on current balances, we will move about $11,000 to the Western Division Investment Fund.

There was discussion about the mentoring program and how payments can’t always go out in the same fiscal year in which they were budgeted. We budget $2000 per FY but the mentee season falls over the FY break and we can’t reimburse all mentees within current the FY. The Mentee Committee wants to know if all reimbursements need to be in by July 31 or if they can encumber the funds. Kevin suggested that we could try to work within the bounds of $2,000 per FY, recognizing that it will be covering expenses for two different cohorts. We shouldn’t have to encumber funds from one FY to the next. If expenses exceed $2,000, the Excom can add money via the discretionary fund and increase the mentee budget if necessary at the next Business Meeting.

Travel funds. Track the payment of travel expenses for Lindsy Ciepiela to attend Parent Society Meeting. Rick will add a line item ($750) in the FY17 budget to cover Lindsy’s travel expenses.

Kevin asked if we should discuss ways to spend money. Bobby noted and Dan agreed that a committee had been charged with finding ways to spend money. Ideas that rose to top in a survey conducted by this committee included: 1) Small grants, 2) Travel grants, 3) Continuing Education. Dan suggested getting the word out that we have money available for small grants. A form is available on the website and small grants are decided on at the Business Meeting. Diana suggested that we could lower registration fees for the annual meeting.

Rick asked if we should be looking into another tax preparer. The current preparer has been raising fees annually and it cost $725 last year. Bobby proposed that we shop around and see if anyone comes in significantly less. Diana set us up with the current preparer and thought it started out as $500. Dan and Diana emphasized that paying someone to prepare taxes is a good thing. Kevin will shop around for another preparer to see if we can get a cheaper preparer.

Bobby questioned what happened to the money we approved for Lusha Tronstad to print the Wyoming Mussel Guide. Kevin will send her the check for $1,000 and will add it to the FY16 Treasurer’s Report under “Chapter approved expenses.” Approval of the Final FY16 Treasurer’s Report will be contingent on subtracting the $1,000 for Lusha.

Bobby motioned to approve the FY16 Final Treasurer’s Report with the caveat that we pay Lusha $1,000. Eric seconded. All in favor. The FY16 Final Treasurer’s Report was approved.

Kevin will send the final FY16 budget to Anna Senecal to go in The Angler.

**FY17 Proposed Budget**

Rick addressed most comments on the budget made by the Budget Review Committee. He will lock down a better estimate on Audio Visual costs. Estimates for food were based on Bobby’s numbers from last year.

About five years ago, the State of Utah quit paying per diem if within 100 miles of the destination. Therefore, UDWR began giving UT AFS $15,000 up front for lodging and M&IE. They have negotiated with the hotel, and breakfast will be included in the room fee. They will essentially be offering a $16 meal for $10. Dinners will be provided on Tuesday (student social) and Wednesday (banquet) and lunch on Thursday (business lunch). Utah chapter members will have a reduced rate for the meeting ($80). Registrations will be separate for each Chapter. One registration site for UT, one site for CO/WY. Both will be on 123Signup. Expenses will be broken out based on percentage of attendees from each Chapter. Budget assumes 120 CO/WY Chapter attendees.

Eric mentioned that it will be key to agree with Utah before the meeting on how we will split expenses and revenue.

Changed speaker costs and donations to $1,000.

There were questions about the process for approving the draft budget. The Procedure Manual states:

“Prepare and post on the Chapter website for review by membership a detailed budget by June 1 for the next fiscal year, to be reviewed and adopted by the Budget Review Committee by August 1 and published in the September/October issue of the Chapter newsletter.”

Rick will post the draft budget to the website and will start 30 day review by membership. He will send a draft budget to include in The Angler.

**Annual Meeting Planning**

The 2017 Annual Meeting will be a joint meeting of the CO/WY and UT chapters and will be held on February 22-24, 2017 in Grand Junction. Rick had an initial meeting with UT Chapter Past President Calvin Black and acknowledged that they need to codify agreements in writing.

Continuing Education. Diana suggested each chapter host a Continuing Education workshop and attendees can go to either or both.

Rick pointed out that Utah does not have standing committees. A small group of 10 or so individuals does the planning every year. They usually don’t plan the meeting until a few months prior to the meeting. A lot of coordination at this point may not be welcome by Utah folks. Rick will call the current Utah President and start hashing out details.

Abstract submission will be done through a single site.

There was some discussion about paper judging and whether there should be separate awards for each Chapter. No decisions were made.

Bobby suggested having monthly conference calls to help coordinate. Dan mentioned that we will need to coordinate on a lot of stuff soon. Will need to have concrete registration numbers by late December. Rick said that he will get the Webmaster to post a “Save the date” for the 2017 Annual Meeting soon.

Rick will discuss with the current UT President how to give out awards so they don’t go really long at the banquet. Dan mentioned that we could do some awards at the respective Business Meetings. Greg suggested presenting awards at Business Meeting but acknowledge at Banquet.

Katrina, President of CMU Student Subunit, is already planning student social but is not sure how to include UT students. Rick will probably let Eriek Hansen make those decisions and coordinate. Bobby said Eriek would be good at that. Bobby also mentioned that we may want to have a fun run or other group activity.

There was some brainstorming about themes of talks. Some ideas that came up included “little fishes,” non sportfish, UCR Recovery Program, and Boreal Toads. Eric also mentioned that Utah State is doing lots of cool work with PIT Tags.

We need to decide the right structure for planning. Perhaps have monthly conference calls that include committee chairs?

**2018 Annual Meeting Planning.**

The 2018 Annual Meeting will be in Laramie in 2018. The CSU Spring Break starts March 10. Therefore we should probably shoot for week of February 26, 2018.

**Old Business**

Improving numbers of AFS members. Bobby thinks that membership is strong, but is not sure how many are dues paying members. We had discussed calling folks who weren’t members, but nobody really followed up on this. Bobby thinks we can give this a break. See if Boyd and Tom are interested in getting more folks to join AFS and if they have ideas. We are seeing record attendance at our meetings and we are making more money off non-members. CPW employees were told that they cannot pay dues out of state funds so it may become a bigger issue.

Rick has been planning on revising the Procedures Manual.

Webpage. Need to update Procedures Manual and Bylaws. The most recent Bylaws are proposed Bylaws for 30 day review, including comments and track changes, dated 2015, and the most recent Procedures are dated 2010. We need to make sure the most current versions are on the web page. Bobby explained the difference between bylaws and procedures. Revising Bylaws needs a formal vote by the membership. The Excom can revise the Procedures Manual whenever they like.

FY17 Professional and Student Travel Grants. There was some discussion about how we can get more applications. Bobby thinks we should put an announcement in The Angler, on the website, and send by email. Bobby will put a blurb in the next Angler. It was decided that we will send out a reminder about the travel grants in December, and will ask for applications by February 15. Final deadline will depend on abstract deadline.

Bobby reminded the group that Jim Bowker had us do a mid-year report at the end of April. The end of year report was due August 1. Bobby told Jim that nothing really happened since April and just provided the budgets for the report. Jim may change the timeline and is working on online submission.

Greg wrote up an article on the 50th anniversary meeting. Bobby apologized for not getting it back to him, but will work on it.

December Excom meeting will be in Grand Junction. The Colorado River Cutthroat meeting is the second week of December in Grand Junction and the Recovery Program meeting is the first week of December. Rick will get back to us with a date in the next couple of weeks.

Kevin will coordinate with Eric on transferring bank accounts and Secretary-Treasurer duties soon.

Kevin moved that the meeting be adjourned and Bobby seconded. All in favor. Meeting adjourned at approximately 14:10.