



MINUTES: 2014 SPRING BUSINESS MEETING
OHIO CHAPTER OF THE AMERICAN FISHERIES SOCIETY
Ohio Sea Grant Office, 1314 Kinnear Rd.
Columbus, Ohio
10:00 am-12:00 pm, 29 May 2014

1.) Call to order and determination of quorum:

Meeting was called to order at 10:05. Presence of quorum was determined.

2.) Welcome by Chris Winslow (CW)

CW welcomed everyone to the meeting. In attendance were Tory Gabriel (TG), Eugene Braig (EB), Joe Conroy (JC), Mike Sovic (MS), and Chris Aman (CA).

3.) Officer Reports

a.) President: Chris Winslow

Noted one priority of the meeting is to begin planning for the annual meeting, but deferred this discussion to New Business

b.) President-Elect: Tory Gabriel

Nothing to report, but asked for details about his role as President-Elect. JC said that responsibilities included attending meetings, becoming familiar with the Chapter By-Laws, and contributing to planning of the annual meeting. In terms of the annual meeting, he said that there has been some discussion regarding assigning specific tasks to specific officers, but these roles have not yet been formalized.

During discussion regarding roles of president-elect, CW raised the point that language in the by-laws still referred to participation with the OFWMA meeting. JC suggested starting a working document to keep track of updates needed to the by-laws. These could be incorporated during the next formal by-law revision, which must be approved by the membership and Parent Society. EB suggested that the Procedures section of the by-laws document might be a good place to keep track of these updates. An alternative would be an appendix to the document. In both cases, these could be changed without more formal approval by the Parent Society. JC suggested giving discretion to the keeper of the by-laws to decide how to keep track of these updates.

CW asked who had the current by-laws, and JC said he likely has the most recent version. CW will get a copy of these to TG.

c.) Past President: Joe Conroy

JC has been contacted by the Pennsylvania Chapter in regards to a possible joint meeting next year. He said we need to decide whether we want to partner with PA and start planning for this soon. Further discussion in New Business.

d.) Secretary/Treasurer: Mike Sovic

Current balance is approximately \$5800. This is the sum of money in the Huntington account (~\$4600), Paypal account (~\$1500), and accounts for \$325 of outstanding checks that were recently mailed out to winners of the Milt Austin Award.

MS reported that our total revenue from the annual meeting was \$2795, and total expenditures were \$1594.40, which includes \$94.96 of Paypal fees for meeting-related payments. This left a profit from the meeting of \$996.11.

CW asked whether there are any disadvantages to holding money in the Paypal account. MS explained that we currently have a limitation on our Paypal account that limits how much money we can transfer out each month (\$500). MS will check in to getting this limitation removed from the account, and will continue to transfer \$500 out each month in the mean time. Because we don't foresee any large upcoming expenditures, there shouldn't be any problem with having the money in the Paypal account for now.

EB asked about possibly setting the Paypal account up so that money coming into the account is automatically transferred to the Huntington account. MS will talk to Nick Radabaugh about this.

JC recommended starting and keeping a separate Excel spreadsheet to itemize specific costs associated with annual meetings. MS will work on this.

JC noted that in the past we had missed filing tax returns. MS reported that we did file this year (tax year 2013). John Navarro did it and passed along documentation to MS. JC suggested putting a protocol together for getting the tax return filed for future officers. Form 990-N is the form we need to file.

EB asked if we have the ability to take credit on site. MS said we can do it through Paypal. EB asked whether there would be value in something like a Square account, which would simplify the process. MS said that for now, we're rarely taking payments by credit card, and the consensus seemed to be that we don't need the Square account, but it might be something we should look in to in the future, especially if we pursue selling merchandise.

MS said that he has registered OCAFS as an official OSU vendor. This was necessary in order for the School of Environment and Natural Resources (SENR) to write a check to us for the registration of 11 SENR students for their annual meeting registration fees. Any OSU organization should now be able to write checks to OCAFS if necessary.

MS reported that he passed along the minutes from the annual meeting to AFS Executive Director Doug Austen, and received a response with 3 major points to report...

- 1.) He asked if OCAFS could send a list of affiliate members to the Parent Society for recruiting purposes. JC said we can put this list together, but noted there is still work that needs done to formalize our own membership lists for tracking purposes, and suggested maybe this is a good time for having that discussion.

JC pointed out that keeping track of membership is important in part because membership dues are the main source of revenue for the Chapter. CW raised the point that in the last two years, annual meetings have also been a large source of revenue. JC suggested we should not consider revenue-generation as a goal of the annual meetings, and this seemed to be the general consensus from the board. However, MS noted that in the process of setting registration fees, we will generally err on the side of having a surplus in order to ensure that we can cover all of the costs of the meetings.

JC suggested that scholarships and other traditional educational and professional development expenditures should continue to be paid for out of membership dues, and that monies associated with the annual meetings should be tracked separately. One suggestion was that meeting profits from one year might be applied to meeting expenses in the following year.

- 2.) Regarding development and hosting our website, Doug Austen encouraged us to take advantage of the work that Sara Gilbert-Fox has been doing for the Parent Society. EB suggested that the reason we hadn't used the Parent Society in the past for hosting purposes was that we were limited in what we could do in terms of making updates to the website. MS suggested that based on a message he received from Gilbert-Fox, this might not be as much of a problem anymore. The consensus seemed to be that if we have direct access to the website, and thus can make edits to it easily, it might be worth having it hosted by the Parent Society. Because the Ohio Fisheries Leadership Committee deals with development/hosting of the website,

this information will be passed along to Nick Radabaugh for additional consideration.

- 3.) If we decide to pursue offering merchandise, Doug Austen suggested contacting Shawn Johnston (sjohnston@fisheries.org) with any questions, as he has recently been working on this for the Parent Society.

4.) Committee Reports

- a.) Ohio Fisheries Leadership: Nick Radabaugh – not present
- b.) Education/Continuing Education: Eugene Braig

EB and Nick Radabaugh served as judges for the Milt Austin award at State Science Day this year. There were 12 entries. Winners were Bethany Cox (11th grade), Lucas Bouzat (10th grade), Alexandria Olivario (9th grade), Connor Mullins (7th grade). Certificates and checks were mailed out late last week.

EB is involved in an annual workshop titled Fish Sampling Techniques of Ohio's State Agencies which will happen again this year. OCAFS has historically provided funds for scholarships for student attendees, but no action is needed on this right now.

- c.) Value of Membership: Chris Aman

Nothing to report.

- d.) Buckeye Student Subunit: Jake Marina – not present

5.) Old Business

- a.) Follow-up on membership tracking and listserv

CW has been gathering contacts, and will attempt to assemble a master list of any potential members that can be used to recruit and also to advertise things such as the annual meeting.

In terms of tracking membership and formalizing a process for doing so, CW will contact the Parent Society to get any list they have, and MS will assemble information on membership dues we received in association with the annual meeting this year. This information will be used to start a new "official" OCAFS membership list.

b.) Past president plaque was purchased and sent to Tony Sindt.

c.) Milt Austin Awards/State Science Fair Update

See Education/Continuing Education Committee report above

d.) Goals for presidency:

i. Increase NCD and national exposure

CW said he has not made much progress with this yet, but will work on it.

ii. Update distribution list

See discussion notes in item a.) above

iii. Training at Stone Lab

Some classes have been cancelled this summer at Stone Lab due to low enrollment, leaving the opportunity to offer workshops. Details deferred to New Business.

iv. Merchandise

CW asked if we want to pursue offering merchandise. The general consensus was yes. JC suggested updating the OCAFS logo first. The board decided to poll the membership for ideas for a logo, and will consider these ideas in the formal logo re-design. CA noted that he will be looking into producing t-shirts for another group, and offered to get information for OCAFS at the same time. CW said he has a contact who has designed t-shirts, and will forward their contact information to CA.

v. Regular website updates

CW asked if there are any new things that need added to the website. Discussion ensued regarding best use of the website and social media in general. JC noted that the Parent Society is making an effort to establish a LinkedIn group, and this might be something for OCAFS to consider. Consensus was that this might be appropriate, given that OCAFS is a professional society. JC suggested contacting Sarah Gilbert-Fox regarding the best way to set up this LinkedIn group.

6.) New Business

a.) Annual Meeting

JC has been contacted by the Pennsylvania Chapter regarding the potential for having a joint OH/PA meeting next year. The PA Chapter has suggested Erie or Sharon PA as possible options, and holding the meeting in either February or March. JC suggested an alternative of holding the meeting at Geneva, and pointed out that after the OH/WV joint meeting, DOW administrators had requested that future joint meeting be held in-state so that attendees could stay within the state. Erie PA might be close enough to the state line that attendees could stay within Ohio, and drive to the meeting. Based on field season schedules, consensus was that mid to late-Feb, or early March would be best. CW will check on availability and costs for having the meeting at Geneva, and will then contact PA with this information. JC will check with fish administrators to ensure they are supportive of having the fisheries biologists attend a meeting around this time. CW raised the point that these meetings have historically been well attended by DOW biologists, but not by some other groups such as EPA. We will make it a point to try to reach out to some of these other groups this year and encourage their attendance.

b.) New Fisheries Workshop?

Some classes have been cancelled this summer at Stone Lab due to low enrollment, leaving the opportunity to offer workshops during the week of 3-9 Aug. CW suggested that one possibility is offering HACCP training, which includes training on how to limit the spread of invasive species. EB and TG have already been trained, and could be involved in offering this training. CW suggested that there seems to be interest from groups such as DOW, EPA, etc to have their biologists HACCP trained.

CW said there would be time for a second workshop in addition to the HACCP training. The general consensus was that pursuing the HACCP training workshop is a good idea because materials are already in place, instructors are available, etc., but that planning, organizing, etc. a new workshop is probably not practical given the short time. However, now is probably the time to start thinking about what a new workshop would look like in case we would want to offer it next year.

c.) New Coordinator for State Science Day

John Navarro is looking for someone to take over organization of judging for the Milt Austin Awards at State Science Day. This task fits within the duties of the Education/Continuing Education Committee, so EB will take over coordination of this event for OCAFS.

d.) Technical Committee Involvement

CW asked if we need to increase involvement with technical committees in general. JC is now chair of NCD Reservoirs technical committee. JC thinks that our current level of involvement is appropriate.

e.) Other

CW said he was given a bin of materials from Tony Sindt when he took over as president. He asked whether there is a better way to store this information. JC suggested digitizing where possible, but consensus was that these documents/materials should continue to travel with the president.

JC pointed out that the last strategic plan was written for 2010-2014, and so is due for an update. We will work on this over the course of the next year.

7.) Next Meeting

Possibilities for the next meeting were discussed. The plan is to have another meeting later in the year. We will poll the membership for suggestions for a meeting that might include a fishing expedition.

8.) Adjourn

Meeting adjourned at 1:00.