



American Fisheries Society
May 2021 Management Committee Meeting
Monday, 17, 2021

Participants:

Brian Murphy, Leanne Roulson, April Croxton, Michelle Walsh, Todd Pearsons, Joe Conroy, Jason Olive, Dan Brauch, Patrick Shirey, Marlis Douglas, Cindy Williams, Randy Schultz (Constitutional Consultant, non-voting), Doug Austen (Executive Director, non-voting)

Guests: Brian Missildine, Amber Steed

Emerging Leaders: Corbin Hilling

AFS Staff: Drue Winters, Katrina Dunn, Lauren Maza

Summary of Action Items:

1. Review the Meetings Code of Conduct and provide edits and other suggestions to Ethic Committee Chair Brian Missildine (Brian.Missildine@dfw.wa.gov)

Minutes of the Meeting:

1. **Welcome/Determination of Quorum** - Quorum established by Schultz. Meeting called to order by Roulson at 3:33 p.m.
2. **Agenda approved**
3. **Constitutional Consultant** - Meeting Code of Conduct revision (Attachment A) - Brian Missildine and Amber Steed participated in the meeting to present the proposed changes and respond to questions.
 - i. The Meetings Code of Conduct revisions were reviewed by Missildine and were based upon recent experience in employing the Code as a result of an event at a unit meeting.
 - ii. Motion to adopt the changes as proposed in Attachment A by Mick Walsh; 2nd by Pearson.
 - iii. Discussion
 1. Question: At the end of any penalty period, how will the appropriate AFS Unit be informed that the affected individual can be reinstated? It was suggested that the AFS Office would be the most likely party to have the consistency and long-term records to keep track of violations, penalties, and reinstatement.
 2. The process needs to be better specified, particularly the time period limitations.
 3. It was suggested that the Management Committee take sufficient time to further review the Code and provide the Ethics Committee with suggestions. Brian Missildine has agreed to continue as Ethics Committee chair and comments and suggestions should be submitted to him. It was agreed that the motion should not be adopted in order to allow for the comment and update period.
 - iv. Motion failed (no votes to adopt)

4. President/Officers activities report
 - A. Leanne Roulson – Involved in climate briefing with Drue Winters. Participated in the Western Division Advocacy Symposium as a panelist and presenter. Worked with the writing team on the NSF LEAPS proposal. Continuing to work with the formulation and establishment of the AFS Spokane annual meeting organizing committee
 - B. April Croxton – Has been heavily involved in work-related priorities but will be able to provide focus on DEI planning for the Baltimore meeting in the next several weeks.

5. Executive Director and AFS staff reports
 - a. Financial report (Attachment B) – Austen reviewed the financial report provided by Cassidy
 - b. Policy update (Drue Winters)
 - i. Re-introduction of the Recovering America’s Wildlife Act with a request for chapter letters of support and/or sign-on per, circulate the link to the webinar we held with TWS—big co-sponsor push over next 2 months
 - ii. MSCG update – The Climate Communications grant is starting to move forward with the selection of participants and further refinement of the schedule of training activities.
 - iii. Update on virtual Hill briefing on Land and Water Conservation Solutions to Build Resilience for Fish and Communities
 - iv. Leanne Roulson, Drue Winters and Doug Austen recently met with USFWS leadership (Martha Williams, Steve Guertin, David Hoskins) to discuss options for continuing to expand the working relationship between AFS and USFWS. It was noted that a revision to the joint USFWS-AFS-TWS-USGS CRU MOU is being finalized. A more explicit MOU between USFWS and AFS was proposed and will continue to be explored.

 - c. Baltimore Planning Update – AFS staff continue to evaluate the decision to move the meeting to a fully in-person event. The Covid situation in Maryland and Baltimore is changing rapidly with increased vaccinations and this is resulting in updates to policies for opening event locations, gatherings, etc. AFS staff will continue to track the situation and report to AFS leadership.

6. Remnder of planned MC and GB meetings for remainder of 2021
 - a. GB Summer call – Note that this has been changed to **2:00 – 4:00 p.m. ET on Thursday, August 12, 2021** – Please note that this will be the formal change of AFS Officers event due to the rescheduled annual meeting to November
 - b. Baltimore –
 - i. Management Committee – afternoon of Thursday, November 4
 - ii. Governing Board – Friday, November 5
 - iii. Incoming Governing Board – Morning of November 10

7. Additional Topics – none presented

8. Adjournment

Attachment A – Meetings Code of Conduct

AFS Meetings Code of Conduct

Purpose:

American Fisheries Society (AFS) meetings are among the most respected scientific meetings of fisheries professionals in the natural resource scientific community. AFS values the diversity of views, expertise, opinions, backgrounds, and experiences reflected among all attendees, and is committed to providing a safe, productive, and welcoming environment for all meeting participants and AFS staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, staff, service providers, and others, are expected to abide by this Meetings Code of Conduct. This Code of Conduct applies to all AFS meeting-related events, including virtual meetings and associated applications such as chat rooms and those sponsored by organizations other than AFS but held in conjunction with AFS events, in public or private facilities.

Expected Behaviors:

- Treat all participants, attendees, AFS staff, and vendors with respect and consideration, valuing a diversity of views and opinions, and critiquing ideas rather than individuals.
- Refrain from demeaning, discriminatory, or harassing behavior and speech directed toward other attendees, participants, AFS staff, and suppliers/vendors.
- Be mindful of your surroundings and of your fellow participants. Alert AFS staff or venue event staff if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of the meeting venue, hotels, AFS-contracted facility, or any other venue.
- To foster a welcoming environment, assist AFS members with impaired physical or cognitive abilities, if necessary.

Unacceptable Behaviors:

- Harassment, intimidation, or discrimination in any form is unacceptable. Harassment includes speech or behavior that is not welcome or is personally offensive. Behavior that is acceptable to one person may not be acceptable to another, so use discretion to be sure respect is communicated. Harassment intended in a joking manner still constitutes unacceptable behavior. Regardless of your intent, if you are advised directly or by another party that some aspect of your speech or behavior at an AFS meeting is harassment, you are expected to stop engaging in such speech or behavior.
- ~~Do not~~Any form of physically or verbally abuse to any attendee, speaker, volunteer, exhibitor, AFS staff member, service provider, or other meeting guest.
- Examples of unacceptable behavior include, but are not limited to, unwelcome or offensive verbal comments related to age, appearance, or body size, employment

or military status, ethnicity, gender identity and expression, individual lifestyle, marital status, national origin, physical or cognitive ability, political affiliation, sexual orientation, race, or religion. Harassment can also include the use of sexual and/or discriminatory images in public spaces or in presentations; deliberate intimidation; stalking; following; harassing photography or recording; sustained disruption of talks or other events; bullying behavior; inappropriate physical contact or physical altercation; and unwanted sexual attention.

- Appropriate and responsible personal use of photographs or posts to social media of another individual's oral presentation, poster, or likeness is acceptable unless permission is specifically denied by the individual.
- Do not disrupt talks at oral or poster session or activities in the exhibit hall or at other events organized by AFS at the meeting venue, hotels, or other AFS -contracted facilities.
- Any retaliation against participants for reporting unacceptable behavior is unacceptable. Like harassment or discrimination, retaliation against reporting poor behavior will be subject to consequence

Reporting Unacceptable Behavior:

- Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety at any time should contact local law enforcement (by calling 911) and immediately notifying facility security without delay.
- If you are not in immediate danger but feel that you are the subject of unacceptable behavior, you are encouraged to file a formal complaint to the AFS Ethics and Professional Conduct Committee and/or an AFS officer (including Division, Chapter, or Section officer) or the AFS Executive Director which will then be forwarded to the Ethics and Professional Conduct Committee for assessment.

Process

- Once a complaint has been filed, a written* description of the action will be provided to the accused.
- Witnesses and/or those directly involved, including the accuser and accused, will provide a written statement to the Ethics and Professional Conduct Committee. All involved will remain anonymous. Only the Ethics and Professional Conduct Committee, AFS Executive Director, and AFS Officers (potentially including Division, Chapter, or Section officer) will know the names of those involved.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Consequences to unacceptable behavior will be determined by the AFS Ethics and Professional Conduct Committee in conjunction with AFS officers and the AFS Executive Director. The notification of final consequences will be provided by letter from the AFS President.
- Consequences may include one or more of the following actions and will be

decided by majority vote of the Ethics and Professional Conduct Committee:

- Dismissal from the meeting without refund
- Reporting to your agency
- Exclusion from any future AFS (sub unit/chapter/division) meetings for up to five years
- Revoke of AFS membership without the opportunity for renewal for up to five years
- Potential loss of any AFS certification
- If the offense is criminal in accordance with the laws of the state where the offence occurred, local law enforcement will be contacted and any criminal consequences will be up to the local law enforcement jurisdiction and AFS will not be responsible for any legal fees associated with the consequences from local law enforcement. This includes, but is not limited to, bail, attorney fees, court costs, or restitution.

Appeal Process

- An appeal of AFS related consequences can be submitted in writing to the Chair of the Ethics and Professional Conduct Committee, AFS President, and/or Executive Director. The written appeal must be received within 30 days of the notification of the final decision letter provided by the AFS President. No appeal will be accepted if the actions involve local law enforcement or court decision (i.e. jail, restitution,etc).
- The AFS Executive Director, AFS President, or the AFS Management Committeeboard in consult with the Ethics and Professional Conduct Committee has the discretion to overrule the Ethics and Professional Conduct Committee decision which can include dismissal of the consequences, lesser consequences or additional consequences as they see necessary.

*footnote: in writing can either be sent via email or postal service

Attachment B – Financial Reports



American Fisheries Society

Organized in 1870 to Promote the Conservation, Development and Wise Utilization of Fisheries

425 Barlow Place, Suite 110 * Bethesda, Maryland 20814-2199

301-897-8616 * FAX 301-897-8096 * E-Mail: main@fisheries.org www.fisheries.org

Brian Murphy
President 2020-2021

Douglas J. Austen, PhD
Executive Director

February 2021 Financial Report – 5/16/21

Notable Financial Position Items:

- Assets total \$5,771,000 and stand 11% higher than this time last year
- The main reasons for this increase are:
 - Investment account soars 18% or \$755,000 the past 12-months
 - The \$381,000 PPP funds received in May 2020 (remain a liability during the loan forgiveness process)
- Subunit dues and rebates payable are 11% lower than last year, portending a strong decline in individual membership revenue

Notable Operating Items:

- Total revenue is \$327,000 higher than 2020 and expenses are about even
- Investment account appreciation swings nearly \$400,000 from 2020 to 2021
- Multi-state grants reimbursements are \$14,000 higher this year
- Individual member dues are off 12% and institutional dues are lower by 8% this year
- Books and jobs sales are lower
- Annual meeting exhibit and sponsorships income is marginally higher
- Staff costs are lower from not refilling several open positions
- Membership costs are considerably higher due to software license and development payments
- Overall, net income 2021 is lower by \$42,000 over last year (see table below)

The table below summarizes operating results after removing unrealized investment gains:

Category	2021	2020	Fav (Unfav) Diff
Revenue	\$928,000	\$565,000	\$327,000
Expenses	\$496,000	\$488,000	(\$8,000)
Total Net Change	\$432,000	\$77,000	\$355,000
<i>Less unrealized gains</i>	<i>\$95,000</i>	<i>(\$302,000)</i>	<i>\$397,000</i>
Net Change- Operations	\$337,000	\$379,000	(\$42,000)

Submitted by,

Daniel Cassidy
Deputy Director

American Fisheries Society
All Programs
For the Two Months Ending 2/28/2021

	Year to Date - Actual			Budget	2020 Annual	
	2021	2020	Var \$	2020 BUDGET	vs YTD Actual	Actual
Revenue						
Administration/Investments	\$94,595	(\$301,983)	\$396,578	\$213,000	(\$118,405)	\$382,495
Web	6,310	0	6,310	8,000	(1,690)	4,560
Continuing Education	1,300	0	1,300	15,000	(13,700)	9,275
Certification	1,510	1,900	(390)	5,000	(3,490)	4,944
Webinars Income and Sponsorships	0	0	0	12,000	(12,000)	0
Hutton	9,800	5,250	4,550	100,000	(90,200)	37,750
Multi-State Grants & Contracts	33,904	19,400	14,504	0	33,904	62,961
Web Tool	0	0	0	0	0	9,250
Other Grants & Contracts	0	0	0	87,000	(87,000)	0
Annual Meeting	20,900	15,410	5,490	1,119,000	(1,098,100)	292,950
Membership	441,853	497,122	(55,269)	555,000	(113,147)	523,946
Awards	1,336	2,035	(700)	5,000	(3,665)	4,096
Mem Other	2,043	7,773	(5,730)	46,000	(43,957)	16,504
Jobs	1,150	6,850	(5,700)	45,000	(43,850)	28,250
Units	0	0	0	0	0	250
Advocacy	13,857	0	13,857	0	13,857	0
Books	8,049	24,782	(16,733)	124,000	(115,951)	117,697
Journals	291,367	286,509	4,858	1,185,000	(893,633)	1,129,658
Fisheries	0	0	0	0	0	50
Total Revenue	927,974	565,048	362,926	3,519,000	(2,591,027)	2,624,636
	833,379	867,031				
Expenses						
Administration	62,567	61,638	(929)	330,000	267,433	301,460
Staff Costs	348,549	361,203	12,654	1,882,000	1,533,451	1,947,319
Technology	8,671	8,212	(459)	45,000	36,329	43,267
Communication	0	0	0	9,000	9,000	2,503
Web	2,056	5,211	3,155	20,000	17,944	32,093
Development	0	0	0	10,000	10,000	0
Continuing Education	0	52	52	10,000	10,000	2,052
Certification	337	21	(316)	1,000	663	171
Board	3	4,975	4,972	55,000	54,997	23,698
Hutton	340	340	0	82,000	81,660	35,562
Multi-State Grants & Contracts	0	0	0	0	0	80,300
Grey Literature	7,132	0	(7,132)	0	(7,132)	11,585
Web Tool	0	0	0	0	0	9,250
Cornell	0	0	0	0	0	(1,307)
Other Grants & Contracts	0	0	0	7,000	7,000	244
Annual Meeting	1,584	14,252	12,668	665,000	663,416	74,989
WCF World Council of Fisheries	0	1,323	1,323	0	0	1,464
Membership	53,073	24,850	(28,223)	128,000	74,927	90,027
Awards	18	1,689	1,671	3,000	2,982	21,153
Mem Other	475	417	(57)	1,000	525	708
Jobs	2,464	1,518	(946)	0	(2,464)	14,479
Units	0	0	0	0	0	69
Advocacy	2,735	2,490	(245)	14,000	11,265	3,058
Books	3,316	2,648	(668)	16,000	12,684	33,618
Journals	2,644	(2,505)	(5,149)	174,000	171,356	83,062
Fisheries	4	100	96	27,000	26,996	15,383
Total Expenses	495,968	488,434	(7,533)	3,479,000	2,983,031	2,826,207
Net Change from Operations	432,006	76,614	355,393	40,000	392,004	(201,571)
TOTAL NET CHANGE	432,006	76,614	355,393	40,000	392,004	(201,571)

American Fisheries Society
Statement of Financial Position
As of 2/28/2021

	2021	2020	Variance
ASSETS			
Checking	\$245,717	\$328,336	(\$82,619)
Accounts Receivable	38,235	115,652	(77,417)
Allowance of doubtful accounts	(5,149)	(14,170)	9,021
Inventory	232,814	263,634	(30,820)
Prepaid Expenses	41,596	8,469	33,127
Current Assets	553,213	701,921	(148,708)
Property and Equipment	1,208,861	1,204,663	4,198
Accumulated Depreciation	(829,936)	(789,131)	(40,805)
Net Property and Equipment	378,925	415,532	(36,607)
Long-Term Investments	4,832,034	4,076,650	755,384
Other Assets	7,300	7,000	300
Total Long Term Assets	4,839,334	4,083,650	755,684
TOTAL ASSETS	5,771,472	5,201,103	570,369
LIABILITIES AND NET ASSETS			
Current Liabilities			
Payables and accruals	163,767	165,054	(1,652)
Loan Payable	381,012	0	381,012
Deferred Royalty Revenue	492,857	621,429	(128,572)
Subunits Dues Payable	123,572	139,365	(15,793)
Subunits Books Payable	17,955	3,850	14,105
Deferred Membership Dues	0	(31,027)	31,027
Deferred Revenue - Other	88,975	64,730	22,941
Total Current Liabilities	1,268,138	963,401	304,737
Chapter Investments	279,410	262,093	17,317
TOTAL LIABILITIES	1,547,548	1,225,494	322,054
Net Assets - Unrestricted	1,572,876	1,736,512	(163,636)
Net Assets - Temporarily Restricted	2,206,849	2,154,720	52,129
Change in Unrestricted Net Assets - Curr Year	444,199	84,377	359,822
Total Net Assets - End. Balance	4,223,924	3,975,609	248,315
TOTAL LIABILITIES AND NET ASSETS	\$5,771,472	\$5,201,103	\$570,369