



# August Management Committee Meeting Minutes

## Friday, August 12, 2022

### **Participants:**

#### Management Committee Members:

In-person: Leanne Roulson, April Croxton, Cecil Jennings, Miguel Garcia Bermudez, Brian Murphy, Brian Nerbonne, Laurie Earley, Melissa Wuellner, Randy Schultz (Constitutional Consultant, non-voting), Doug Austen (Executive Director, non-voting)

Guests: Troy Brandt (Chair, FPPC)

AFS Staff: Dan Cassidy, Drue Winters, Beth Beard, Kelly Kotche, Laure Hendee

### **Meeting Notes:**

1. **Welcome/Determination of Quorum** (need 7) - Quorum established by Randy Schultz and meeting called to order at 3:09 p.m. by Leanne Roulson.
2. **Approval of Agenda-** Leanne Roulson
3. **Review of July 2022 Management Committee minutes** – accepted by unanimous consent.
4. **Constitutional Consultant Report** - (Randy Schultz)
  - a. **Membership Committee Proposals for Lifetime Membership Fee, annual membership fee adjustment and AFS Rules Changes**
    - i. **AFS Rules Changes to Lifetime Membership**

**Motion:** Approve a recommendation to the AFS Governing Board that they adopt an AFS Rules change (Section 10.b.4) to move authority for Lifetime Membership fee establishment from the Governing Board to the Management Committee in order to be consistent across all member categories; to eliminate the 6-month waiting period for changes in Lifetime Membership rate; and to remove Section 11 referring to provision of journal subscriptions, due to the current policy that all members receive all journals in the electronic format (Attachment A1)

**Moved by April Croxton.** Passed with unanimous consent.

- ii. **Establishment of a new Lifetime Membership Fee formula**

**Motion:** The Management Committee approves, upon adoption of AFS Rules Change to Section 10.4.b by the Governing Board and general membership, the establishment of the Lifetime Membership rate to be 20 times the current Regular Membership rate.

([Attachment A2](#) provides background)

**Moved by Cecil Jennings.** Passed with unanimous consent.

- iii. **2023 Proposed Membership Fee Rates** – For Discussion Only – Review of the approved process (September 2020 MC meeting notes in [Attachment A3](#)) and the application to determine the 2023 membership rate. This will be scheduled for discussion and decision at the Spokane MC meeting.

**b. Publications Endowment Fund**

- i. Procedures Language re-defining the Publications Endowment Fund (PEF)([Attachment B1](#))

**Motion:** Adopt the replacement language for AFS Procedures 5.1.c as presented in Attachment B1

**Moved by Laurie Earley.** Passed with unanimous consent.

- ii. Procedures Language to incorporate the Operational Guidance for the PEF – For Discussion Only – preview of proposed MC agenda item for Spokane meeting ([Attachment B2](#))  
Discussion – Operation manual for PEF should be shared with Financial Planning and Procedures Committee to discuss how use of this fund will impact the investment portfolio.

**c. Appalachian State University Student Subunit**

- i. **Motion:** Approve new student subunit bylaws for the Appalachian State University Subunit of the North Carolina Chapter of the American Fisheries Society ([Attachment C](#)).
- ii. **Background:** The proposed bylaws were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.
- iii. **Moved by Miguel Garcia Bermudez; 2<sup>nd</sup> by Laurie Earley.** Passed with unanimous consent.

5. **JASM Report** (Dan Cassidy; [Attachments D1](#)). For full registration report and statistics, please contact Dan Cassidy.

The JASM meeting exceeded the revenue target of 25% of income as profit with a 27% ratio. This is being allocated to the CASS partners through an apportionment based on registration affiliation. The report has been shared with the JASM planning team and CASS leadership.

6. **Review of Obligated Reserve** and update on discussion plans for Spokane (see below for additional information). Goal of discussion is to help MC members recall earlier MC and FPPC discussions on the Obligated Reserve, be aware of current AFS financial status, and consider options for funds to be moved to the Obligated Reserve Fund. As a reminder, back in January 2022, the MC decided that:

- a. The obligated reserve fund will be funded to cover approximately **1 year's operating budget**. (This is approximately \$3.7 million)
- b. We decided to fully fund the obligated reserve by making **contributions over 7 years**. (This calculator out to a \$220K contribution in each of the 7 years)
- c. We decided **not to set a minimum contribution** level.

**Some more background review:** After reviewing the accounts and amounts that AFS can reliably count on such as the Wiley payments for our publications, we determined that the Obligated reserve has approximately \$1.27 million and we can count on about \$900 k from Wiley. Therefore, the total amount we need to contribute over the 7 years is approximately \$1.54 million. This is based on our accounts as of January 2022.

The MC discussed possibly employing a “phased approach” that would allow for decisions on allocations of funds to the Obligated Reserve based on the most up-to-date information on AFS finances. For example, this might provide for an initial review and partial allocation late in the year once the annual meeting revenue is known. A second allocation could be made at the end of the 1<sup>st</sup> quarter of the next year once the final financial review for the year is completed.

## **7. President/Officers activities report**

- A. Leanne Roulson, President – Attended the FSBI meeting and noted that they were very welcoming to AFS involvement. FSBI directly funds several PhD student research programs. In addition to Leanne, the FMS travel award winner attended.
- B. April Croxton, President Elect – preparing for the Grand Rapids AFS meeting in 2023 and the transition to AFS President later this month.
- C. Cecil Jennings, 1<sup>st</sup> Vice President – has started monthly calls with April to assist in officer transition
- D. Miguel Garcia Bermudez, 2<sup>nd</sup> Vice President – primarily focused on LACFC plannings and co-chairs the program committee. Call for symposium submissions has been distributed in three languages (English, Spanish, and Portuguese).
- E. Brian Murphy, Past President – working on preparing the Leading at all Levels course for Spokane.

## **8. Executive Director and AFS staff reports**

- a. Policy Update – Drue Winters
  - i. RAWA may be up for Senate vote in September. AFS will be pushing all members to contact their Senator to encourage full support.
  - ii. USFWS ESA Experimental Population policy letter sent from AFS.
  - iii. Pebble Mine letter to USEPA being drafted in conjunction with Alaska chapter.
  - iv. Drue continues to work with AFS members as participant in the Invasive Species Policy Commission established by TRCP.
  - v. Development of policy symposium at Spokane meeting on the Snake River dam removal continue to move forward.
  - vi. Climate Ambassadors Program (CAP) is soliciting participants for the next cohort.
- b. Financial update (Dan Cassidy)

- i. Monthly financial update to be sent to MC members as a follow-up report.
- c. Meetings Updates
  - i. Latin America and Caribbean Congress –
  - ii. AFS 2023 Grand Rapids planning update – Division representatives needed for Program Committee, Sponsorship Committee and Student Activities.
  - iii. WFC2024 Seattle
  - iv. AFS2024 Honolulu
  - v. AFS2025 – Report on options for consideration at Spokane with proposal to be presented to the MC at the Spokane meeting

## **9. Spokane Update**

### **a. Spokane Leadership Events**

- i. Officers meeting – Friday morning, August 19
- ii. Management Committee – Friday afternoon, August 19
- iii. Governing Board meeting – Saturday, August 20  
Also see Google [Sheets](#) to indicated attendance plans for meeting and ballgame.
- iv. Cultural Competency Workshop – Sunday morning (8:00 – noon)
- v. AFS Business meeting – 8:00 – 9:30 a.m., Wednesday, August 24
- vi. Incoming Governing Board Breakfast – Thursday morning, August 25 (7:00 a.m.) – See attached agenda for preparation.

## **10. Additional Topics and New Business - None**

## **11. Adjourn at 4:27 p.m.**

# Attachment A1 - AFS Membership Committee

## Motion on Lifetime Memberships

**Motion:** Recommend that the Governing Board approve a modification of the AFS Rules (Section 10.b.4 and 11) for AFS Lifetime Membership as defined below and refer to the full membership for a vote

### AFS Rules (Section 10.b.4)

The Life Member fee is set by the ~~Governing Board~~ Management Committee ~~subject to a six-month delay between announcement and implementation of a changed fee.~~ The ~~Governing Board~~ Management Committee may suspend the availability of new Life memberships, which suspension shall be effective immediately, without prejudice to current Life Members or to their benefits. Life Membership is automatically conferred on all Past Presidents, and the fee is waived.

This entire section below can either be deleted or modified as follows:

### 11. Receipt of Journals by Life Members

~~Persons who became Life Members before 1976 or after 1993 shall receive *Fisheries* plus one other Society journal of their choice. Those who became Life Members between 1981 and 1993 shall receive *Fisheries* plus two other Society journals of their choice.~~ **Lifetime members receive electronic access to all AFS journals.**

### Background:

The Membership Committee proposed modifications to the Lifetime Membership Program that were adopted by the Management Committee (September 10, 2021). This modified the Lifetime Membership fee to \$2,250 and provided for the option of three installment payments of \$750. It also tied future Lifetime Membership fee to be 20 times the regular membership rate. All other AFS membership rates are established by the Management Committee. The proposal to change authority for Lifetime Membership from the Governing Board to the Management Committee makes for consistent decision authority. It was also noted that the Section 11 of the AFS Rules is antiquated since all AFS memberships come with electronic access to all AFS journals.

# **Attachment A2 - AFS Membership Committee Motion**

**Motion:** Lifetime Membership Updates

**Date:** June 28, 2021

(Provided by Kerry Flaherty-Walia, co-chair and Joshua Raabe, co-chair AFS Membership Committee)

**Background:**

The Membership Committee requests the Governing Board consider a proposal to adjust the fee structure for Lifetime Membership. Currently there is a one-time cost \$1,737.00 (includes lifetime subscription to Fisheries and all AFS journals online) and the origin of the Lifetime membership price is unknown and does not seem to be benchmarked to any existing metric. AFS has 771 lifetime members, gains less than 10 annually, and does little to market the Lifetime membership. In the past several years, member value has increased (with the addition of online access to journals, webinars, new books, enhanced job board, and other programs) and the enhanced marketing and communications efforts by staff.

**Charge to Membership Committee with regards to Lifetime Membership:**

The determine if the current AFS Lifetime Membership program is of sufficient value to continue and, if so, to provide a full recommendation, in the form of a motion, to the President on a revised fee structure and any additional qualifications or program guidance as the committee deems appropriate.

**Proposals:** The committee all agreed that Lifetime membership should continue to be an option and propose the following to be effective for the 2022 dues cycle:

- Alter language in the AFS rules to reflect that Lifetime membership includes a subscription to Fisheries and online access to all AFS journals.
- Increase the cost to \$2250. This number was calculated based on ten years of regular membership dues (\$100\*10yrs) and the value of AFS online journal access (\$125\*10yrs).
- An option to pay in installments with a service fee to reimburse cost of tracking; 3 installments of \$750.
- For future years, lifetime membership will be increased in accordance with increases in regular membership rates.
- Revisit Lifetime Membership in five years to evaluate if the payment plan is used, and whether it should it be modified or removed in the future.

## **AFS Life Memberships Summary**



- a. Link lifetime membership to some multiple of dues (e.g. 20 times the Regular membership rate) with the Lifetime rate automatically adjusted as Regular rate changes).
  - b. Examine other societies to assess their Lifetime rate and basis for calculation.
2. Payment Options: **Recommend a payment plan over 3 years (\$750/year)**
    - a. Current payment is single lump-sum.
    - b. Explore options such as monthly payments for a year or some other time period (would require recurring payment from credit card or some other means – Pay Pal, etc.)
3. Fundamental review of the need for Lifetime membership.
    - a. Is this even a program that AFS should offer? Many societies do not offer the option and one (ASLO) has terminated the program.  
**The committee agreed that lifetime membership should still be offered.**
    - b. If we do offer a Lifetime membership, should there be some conditions to be met before the option is available (e.g., 10-years as a member). However, this could also act as a disincentive. **After much discussion, the committee rejected this idea since it would be difficult to implement (i.e., what type of membership should apply to this timeframe – student, early career, only regular membership, etc.)**
    - c. If we continue with Lifetime, should there be some more thoughtful use of the funds (e.g. part of an endowment)? **The committee discussed this at length and thought that this might be a good idea, however, would depend on the number of memberships gained.**
  4. Other issues
    - a. The WA/BC chapter provides lifetime membership to their President after their service is completed. This is a very nice (but expensive) benefit and is seen as a critical inducement to getting members to serve as an officer. We are not aware of any other chapter, section or division that offers this type of benefit but we also have not fully surveyed the units to ascertain if this is true. The WA/BC chapter has expressed concern that if we raise the lifetime membership fee substantially, they may not be able to afford the cost and will have to discontinue this incentive with consequent loss of interest by members to become an officer. While this is certainly a valued incentive, the chapter could explore other options of similar value such as paying for 10 years of membership or similar options as they deem appropriate. **Per previous agreement, WA/BC has a pricing freeze through 2022 so this price increase would not impact them until 2023. In addition, the WA-BC will stop using the Lifetime Membership as an incentive in the future (either this year or next) so this price increase will not affect them.**

### Other Society Lifetime Membership Options

1. Ecological Society of America (<https://www.esa.org/membership/>) - \$2,800, single payment.
2. The Wildlife Society (<https://wildlife.org/join/>) – Doesn't appear to have a lifetime membership option

3. Association for the Sciences of Limnology and Oceanography (<https://www.aslo.org/membership-options-join-and-renew/>) – Previously offered a lifetime membership option but has discontinued the practice (no details given for time frame or reason).
4. Society of Wetland Scientists (<https://www.sws.org/sws-membership-benefits/>) – Does not appear to offer a lifetime membership option.
5. Society for Freshwater Science (<https://freshwater-science.org/about/why-join-sfs>) – Does not appear to offer a lifetime membership option.

## **Suggested changes to AFS Constitution and Rules**

### **AFS Constitution**

No change needed. The only Lifetime membership language is

#### Article II: Membership

- 1.a.ii. LIFE MEMBERS pay a specified fee and are exempt from further payment of dues to the Society.

### **AFS Rules (Section 10.b.4)**

The Life Member fee is set by the Governing Board subject to a six-month delay between announcement and implementation of a changed fee. The Governing Board may suspend the availability of new Life memberships, which suspension shall be effective immediately, without prejudice to current Life Members or to their benefits. Life Membership is automatically conferred on all Past Presidents, and the fee is waived.

*This section of the AFS Rules needs to be changed (removed)*

#### **11. Receipt of Journals by Life Members**

Persons who became Life Members before 1976 or after 1993 shall receive *Fisheries* plus one other Society journal of their choice. Those who became Life Members between 1981 and 1993 shall receive *Fisheries* plus two other Society journals of their choice. **Those who became Life Members after 2021 shall receive *Fisheries* plus online access to all AFS journals.**

# Attachment A3

## Background on AFS Membership Committee Motion on Membership Rate Increases

Motion passed at September 9, 2020, AFS Management Committee meeting

**Motion:** Individual Member Dues Increase for 2021

**Date:** September 8, 2020

**Background:**

(Provided by Kerry Flaherty-Walia, co-chair and Justin VanDehey, co-chair AFS Membership Committee)

The Membership Committee requests the Governing Board consider a proposal to raise individual member dues for the 2021 calendar year. Recall, membership dues were last increased in 2018 and since then, membership has steadily risen, likely reflecting greater member value (with the addition of journals, webinars, new books and other programs) and the enhanced marketing and communications efforts by staff. With the forthcoming new job board, gray literature database, webinars, new book titles and more, there is a strong case for a dues increase. For 2018, AFS conducted an extensive campaign to solicit input from across the Society and promote the new rates and benefits. We anticipate a subtler approach for communicating a dues change, if approved. With the annual renewal process typical beginning in October, a decision is needed in early fall in order to allow time to adjust rates and communicate the changes.

**Proposals:**

- For 2021, increase regular member dues by \$5 and student, retired, early career, and lifetime member dues by \$2.
- For future years, allow AFS staff to propose bi-annual or annual dues adjustments up to the inflation rate determined by the target Consumer Price Index (CPI) per year for each member category listed above for approval by the Management Committee.

**History.** The 2017/18 journal publisher change provided AFS a unique opportunity to reconsider how members access certain benefits. For example, the publisher contract included new features such as the ability to offer members open journal access and access to other publisher publications. These new offerings along with other new member benefits (gray literature database, names of fishes, etc), spurred interest in evaluating dues rates, particularly since rates hadn't been adjusted in eight years. Furthermore, AFS was facing declining royalties from online subscriptions and higher costs from implementing Reno recommendations for new Editor in chief positions and new editorial staff, to name a few. These factors combined with noting how comparable rates for similar organizations were generally higher than AFS's rates, led AFS to evaluate and eventually pass dues adjustments for the 2018 member year. Since 2018, member rates have remained the same.

## Individual Member Dues Rates History

| Category*    | 2000-2003 | 2004-2005 | 2006-2009 | 2010 - 2017 | 2018 - 2020 | 2021<br>(Proposed) |
|--------------|-----------|-----------|-----------|-------------|-------------|--------------------|
| Regular**    | \$76      | \$76      | \$76      | \$80        | \$95        | \$100              |
| Student      | \$38      | \$38      | \$19      | \$20        | \$25        | \$27               |
| Retired      | \$38      | \$38      | \$38      | \$40        | \$50        | \$52               |
| Early Career | n/a       | \$38      | \$38      | \$40        | \$50        | \$52               |
| Lifetime     | \$1,736   | \$1,737   | \$1,737   | \$1,737     | \$1,737     | \$1,739            |

\* Low and Middle Income Country not listed as no changes are proposed for that category.

\*\* In the years leading up to 2000, dues were increased by \$1 to \$2 per year for regular members.

## Membership Counts by Year

| Member types | 2016 | 2017 | 2018 | 2019 | 2020 YTD |
|--------------|------|------|------|------|----------|
| Regular      | 3403 | 3469 | 3313 | 3470 | 3212     |
| Early Career | 895  | 1094 | 1043 | 996  | 918      |
| Student      | 1515 | 1632 | 1664 | 1721 | 1336     |
| Retired      | 363  | 383  | 423  | 440  | 467      |
| Lifetime     | 760  | 759  | 758  | 761  | 768      |
| Totals       | 6936 | 7337 | 7201 | 7388 | 6701     |

## Total Individual

|                     |           |           |           |           |                       |
|---------------------|-----------|-----------|-----------|-----------|-----------------------|
| Member Dues Revenue | \$359,000 | \$378,000 | \$436,000 | \$454,000 | \$456,000<br>(budget) |
|---------------------|-----------|-----------|-----------|-----------|-----------------------|

## Budget Impact from 2021 Dues Increase

\$5 regular / \$2 all others = **\$23,038** of additional revenue

## Comparable Society Dues Rates

### The Wildlife Society Dues Rates (2020)

- Regular (\$83 USD annually)**  
 Wildlife professionals and all others interested in supporting wildlife science, management and conservation.  
[Click here to join today!](#)
- New Professional (\$52 USD annually)**  
 Graduates of a full-time, college-level wildlife or directly-related curricula and who have less than three years employment experience in the wildlife profession.  
[Click here to join today!](#)
- Student (\$42 \$37 USD annually), Sponsored by the Boone and Crockett Club**  
 Full-time or part-time college students pursuing a career in wildlife conservation and management. Student membership may not exceed seven years.  
[Click here to join today!](#)
- Retired (\$42 USD annually)**  
 Individuals who are retired from full-time employment and have been a TWS member for 25 or more years.  
[Click here to join today!](#)
- Family (\$127 USD annually)**  
 Family Membership is available to any two wildlife professionals residing at the same address and includes a single copy of the magazine. **Both individuals must complete separate application forms that use the same address.** Only one dues payment is made. Mail both forms with payment. The household receives one copy of *The Wildlife Professional* (and digital access) through this membership.  
[Click here to join today!](#)

### ESA Member Dues Rates (2020)

#### Membership pricing

##### 2020 Regular Membership

| Annual Income         | Dues  |
|-----------------------|-------|
| Under \$40,000        | \$70  |
| \$40,001 – \$60,000   | \$108 |
| \$60,001 – \$100,000  | \$130 |
| \$100,001 – \$150,000 | \$160 |
| Over \$150,001        | \$185 |

#### Student Membership

\$37 – copy of valid student ID card required by email to the [ESA membership office](#). Please also inform us your anticipated degree (BA, MS, PhD, etc.) and anticipated degree year in the email.

#### Life Membership

\$2,750 – Enjoy lifetime membership benefits offered through the Society. Chapter and section memberships must be renewed on an annual basis.

#### Contributing Membership

\$300 – provides an additional level of annual support to ESA.

#### Developing Country Membership

| Developing Country         | Dues |
|----------------------------|------|
| Developing Country Student | \$23 |
| Developing Country         | \$57 |

Developing Country Memberships are available to individuals who are citizens of a developing country and currently residing in that country. For a list of developing countries, select the following link.

[Worldbank™ Country Classifications](#)

# Attachment B1 - Publications Endowment Fund

## Background:

In response to President Roulson's request for all committees to review appropriate AFS Procedures Language and in response to actions by the Management Committee to review the Publications Endowment Fund and provide updated language for consideration by the Management Committee, the Publications Oversight Committee has proposed the following revision to the AFS Procedures. An accompanying document provides additional updates to the Procedures that describes the operational policy for the Publications Endowment Fund.

## Current language in AFS Procedures 5.1.c

- The Publications Endowment Fund, established in 1987, supports the publication of AFS and unit publications for which outside support is lacking. The Publications Endowment Fund was funded via a \$1 fee on books published before 1987 and a \$2 fee on each book sold for those published after 1987. That charge has since been terminated.

## Proposed replacement language for AFS Procedures 5.1.c

- In 1988, A Publications Endowment Fund was established by a fee of \$2.00 per book sold. The purpose of this fund is to support the publication of Society and unit publications for which outside support is not available, as well as any projects undertaken by the AFS Publications Department in support of the publications program. An operations policy was adopted in 1998 and revised in 2022. This document outlines how funds should be accessed, used, and maintained.

# Attachment B2

## AFS Publications ~~Revolving~~ **Endowment Fund: Operations Policy**

Approved by the Executive Committee in Winston-Salem, North Carolina, September 1987  
Amended by the Governing Board in Phoenix, Arizona, March 1998; [further amended by the Executive Committee XXXXX 2022](#)

~~As~~ The AFS publications revolving fund ([now known as the Publications Endowment Fund](#)) was created by the Executive Committee in March 1987. The policies that follow provide operational guidelines for administration of the fund. They are subject to future modification by the Governing Board as practical experience with the fund accumulates.

### Availability

The fund may be used to support any ~~eligible~~ fisheries-related publication produced by AFS or one of its subunits. [As well as any activity undertaken by the AFS Publications Department in support of AFS publications.](#)

~~"Eligible" publications are listed below.~~

"Fisheries-related" means any subject area embraced by extant AFS ~~journals and serials~~ publications.

"Publication" means any work that could, in principle, be protected by existing U.S. and Canadian [copyright](#) laws. (Copyright registration is not a requirement, and may be illegal if ~~the author~~ ~~is~~ a federal government employee.)

The fund may be used either to fully support ~~an eligible a~~ publication, ~~or~~ project, [or activity](#) or to supplement other sources of ~~—~~ money for the project.

### Eligibility

~~The following types of publication are eligible for support by the fund. Those marked with an asterisk (\*) will receive priority while the fund is small.~~

~~Proceedings\* Monographs\* Reference works\* Textbooks~~

~~Public information books, brochures, and documents~~

~~Bibliographies (limited to subject areas not amenable to searches of existing commercial or public data bases)~~

~~Applications software~~

~~Instructional documents for workshops, continuing education courses, etc.~~

~~The following publications are not eligible for support by the fund.~~

~~Directories Magazines~~

## ~~Newspapers Newsletters~~

## ~~Journals~~

### ~~Types of Award~~

~~Loans or grants may be awarded at the discretion of the Publications Director in consultation with the Executive Director.~~

~~are awarded from the fund's principal, which includes any accrued interest not reserved for grants. Loans may be made for any eligible publication. Loans must be repaid with interest, and such repayments revert to the fund's principal.~~

~~Grants are awarded from interest earned by the fund during the previous calendar year, once the fund's principal has reached \$100,000. Grants need not be repaid unless the project is not completed.~~

## Financial Administration

### *Loans*

~~Amount available collectively: all existing principal, except once the fund has reached \$100,000, the previous year's interest must be held in reserve for possible grants.~~

Limit on a single loan: 25% of the existing principal.

Interest: fixed at the bank rate earned by the fund at the time the loan is made (at the time the money changes hands). Interest on the outstanding amount of the loan is recalculated every six months (at the fixed rate).

Repayment period: three years from the time the loan is made. There is no fixed schedule for repayment within this period, and there is no penalty for early repayment. The [Publications Director in consultation with the Executive Director](#) may extend the repayment period if circumstances so warrant.

### *Grants*

~~Amount available collectively: all the interest earned by the fund the previous calendar year (once the fund has reached \$100,000), including interest due on outstanding loans.~~

Limit on a single grant: the amount available collectively. Interest: none.

Repayment period: ~~none, if none if~~ the publication is completed; ~~three years, if years if~~ the project is not completed.

## Applications for Loans and Grants

Applications for all loans as well as grants >\$5,000 should be sent to the Publications Director and include  
~~Seven copies of an application for a loan or a grant should be submitted, and should include the~~  
following information as applicable:-

- ~~Content of the proposed publication~~ Description of the proposed project, publication, or activity
  - Relevance of the publication to fisheries
  - Expected impact
  - Authors, editors, and support personnel
  - Quality-control procedures (peer review, etc.)
  - Intended audience
  - Intended distribution
  - Permanent distribution office
  - Method of production ~~-(typeset book, pamphlet, hardcopy, online-only, camera-ready, floppy disk, etc.)~~
  - Business plan and budget, including relevant overhead (and AFS editorial overhead, if appropriate)
  - Justification of payments to authors, if any (authors' salaries normally will be disallowed)
  
- Work plan and schedule
- Record of search for alternative funding
- Record of other funding or in-kind support secured
- Time at which the loan or grant will be needed
- If loan: source, method, and time of repayment
- If grant: reasons why the publication should be widely distributed free or at a low price, or why the project or activity advances the goals of the Publications Department.

For projects originating inside the AFS main office as well as grants <\$5,000, contact the Publications Director to determine if a formal application is necessary.

### **Criteria for Awards**

Decisions about a loan or grant application will be influenced by the following considerations:-

- Realism and feasibility of the project
- Evidence of quality control
- Evidence of editorial commitment
- Content of the publication
- Relevance to fisheries, the fisheries profession, or the public perception of fisheries
- Uniqueness of the publication or project
- Efforts made to find alternative funding
- If loan, ability to repay

## Conformance with AFS publications policies

An award ~~may be less than~~ less than the ~~amount requested~~ amount ~~if certain~~ budget items (e.g., salaries) ~~are disallowed~~. If a grant application ~~fails~~ fails the criterion for grants (wide distribution at low price) ~~but is otherwise worthy~~, a loan ~~will~~ may be offered. A failed ~~application for~~ application ~~for~~ loan or grant ~~may be resubmitted~~ if its shortcomings can be overcome. All awards are contingent on the availability of funds.

### Responsibility for Awards

Applications for loans or grants ~~are judged~~ initially reviewed by the Publications Director. For all loans the Publications Director will consult with the Executive Director. If desired, they will seek guidance from the ~~by the Managing Editor. For each application, the Managing Editor must appoint an advisory panel consisting of the~~ Publications Overview Committee Chair (or a committee member designated by the Chair) and as well as peers ~~two peers~~ knowledgeable about the topic covered ~~by the application but not involved in the project under consideration~~. The Managing Editor and panel must work int ~~actively via teleconferencing, computer bulletin boards, or other appropriate means. During the review period, the Executive Director will evaluate the likelihood of securing alternative funding for the project.~~

Decisions normally will be rendered within one month after an application is ~~received~~. The Publications Director ~~Managing Editor~~ will advise applicants how weak applications can or should be improved to secure funding.

Projects originating inside the AFS main office or grants <\$5,000 may be approved immediately without additional oversight, though the Executive Director may be consulted and should be informed.

The Managing Publication Director's ~~Editor's~~ decisions are subject to fiscal review by the Executive Director. Every effort should be made to maintain the health of the fund. After an award is made, the Managing Editor ~~Publication Director~~ must see that the ~~project~~ conforms to the Society's publications policies. The Publications Overview Committee has standing oversight responsibilities for AFS publications, including those supported by the publications revolving endowment fund.

*[This ~~e-original~~ operations policy was revised by Laura Hendee, Publications Director; Steve Midway, Publications Overview Committee Chair; and Doug Austen, AFS Executive Director prepared by Robert Kendall, Chair; Charles Coutant; Joan Holt; Bruce Menzel; Clyde Voigtlander; and Carl Sullivan.]*

# Attachment C – Appalachian State Student Subunit

## Bylaws of the Appalachian State University Subunit of the North Carolina Chapter of the American Fisheries Society

### Article I. Name and Objectives

1. The name of this organization shall be the Appalachian State Subunit of the North Carolina Chapter of the American Fisheries Society hereinafter referred to as the Subunit, Chapter, and Society respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution. In addition the Subunit also has the following objective:
  - *Encourage communication among members of the Appalachian State Subunit and other subunits, North Carolina State Chapter, Southern Division, and the American Fisheries Society*
  - *Promote education and awareness of fisheries and ecology topics*
  - *Prepare members for careers within the fisheries field*
  - *Promote hands on experience and introduce members to fisheries methods and research*
  - *Foster engagement within the community through stream cleanups and educational outreach events*
3. All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures.

### Article II. Membership

1. The membership of the Subunit shall be composed of Appalachian State University students, faculty, and alumni who are active members of the Chapter.
2. Only active members of the Society may vote, hold office, or chair a committee.

### Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President, and Secretary – Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Terms of newly elected officers shall change at the end of the fall semester.
5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for reelection for a period of one year after the expiration of their term.

6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No elected officer or appointed committee member of the Subunit shall receive any salary or other compensation. Expenses associated with Subunit-related activities may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

#### **Article IV. Duties of Officers**

1. The President shall:
  - a. Preside at all meetings;
  - b. Serve as Chair of the Executive Committee;
  - c. Appoint all committees;
  - d. Coordinate the activities of the Subunit's standing and special committees and serve as liaison between such committees and the Executive Committee;
  - e. Represent the Subunit to the North Carolina Chapter;
  - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting; and
  - g. Make such appointments and perform other duties and functions as are authorized and necessary.
2. The Vice President shall:
  - a. Serve on the Executive Committee;
  - b. Serve as the chair of the Nominating Committee;
  - c. Serve as the chair of the Program Committee; and
  - d. Shall assume the duties of the President in the event of his/her absence or inability to act.
3. The Secretary – Treasurer shall:
  - a. Keep the official records of the Subunit, collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
  - b. Disburse funds only as authorized by either the membership or Executive Committee.
  - c. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
  - d. Submit minutes of the annual Subunit meeting to the President of the North Carolina Chapter within 30 days after the annual Subunit meeting;
  - e. Serve on the Executive Committee; and
  - f. Conduct the election.

#### **Article V. Executive Committee**

1. The Executive Committee of the Subunit shall consist of elected officers and other members as appointed by the President.
2. The Executive Committee is authorized to act on behalf of the Subunit between meetings.

3. A majority of voting Executive Committee members constitutes a quorum. A quorum is required for transactions of official business at an Executive Committee meeting. Executive Committee members can appoint proxies.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President may cast the deciding vote.
5. Executive Committee meetings are called by the President and are typically held three times a year.

#### **Article VI. Meetings and Voting**

1. The Subunit shall hold at least one meeting annually at a time and place designated by the Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transactions of official business and shall be a majority of the Subunit membership. A quorum consists of at least 10 active members of the subunit.
3. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.
5. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

#### **Article VII. Subunit Committees**

1. Committees and Chairs of committees, except as listed in Articles IV and V of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.

#### **Article VIII. Dues and Fees**

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the April meeting.
2. The Executive Committee may assess registration fees for meetings.

#### **Article IX. Bylaws**

1. The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.

- A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting.
- B. In accordance with the Society Constitution, a proposed amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules, and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
- C. Amendments take effect when the Subunit receives written notice of their approval by the Management Committee from the Executive Director.

# Attachment D – JASM2022 Report



## JASM 2022 Meeting Results and Financial Report

as of August 3, 2022

The JASM 2022 Meeting was both highly regarded by attendees and financially successful attracting 3,431 paid and complimentary attendees and generating \$397,000 net income for distribution among partner Societies. The Meeting met its financial goal with an actual net income percentage of 27% versus 25% budget.

### Meeting Highlights

#### Survey results:

- 80% of 675 respondents thought highly (excellent + good) of the meeting location
- Primary reasons for attending were networking (59%) and presenting research (33%)
- Majority felt the communications and registration processes worked well
- There is strong support for requiring recorded presentations
- Work is needed figuring out the virtual attendance experience
- 88% would like to attend a future JASM meeting in the next 3 to 6 years

#### Attendance results:

- Of the 3,431 attendees, 77% participated in-person and 23% virtual with students (members and nonmembers) making up the highest component at 30%
- All member registration types totaled less than the budgeted level except for virtual. While the nonmember attendee categories were on par with budget
- While SFS was the highest attendee designated Society followed by AFS and ASLO, interestingly 25% of attendees reported no Society affiliation
- Developing country virtual attendance was reasonably strong at 109 or 3% of total

#### Financial results:

The meeting generated nearly \$1.5M in total income on about \$1.1M expenses. Actual net income was \$397,000 compared with \$485,000 budgeted at the lower attendance projection (3,000 in-person and 500 virtual). The budgeted net income percentage was 25% and the actual financial results were 27%.

#### Highlighting some of the factors influencing meeting financial results include:

- Covid reemergence, rising travel costs and JASM proximity to other Society meetings
- Regular/professional, students and early career members attendees were below budget
- Virtual attendance was budgeted at 500 (14%) and JASM ended with 769 (22%) with some attendees changing to virtual registration in the weeks leading up to the event
- Exhibitor income \$83,000 and sponsorship income \$80,000 cash plus an additional \$24,000 estimated for in-kind support from Voss Signs and Tervis for tumblers were reasonably strong, but also lower than budget, while room rebates and other incentives totaled \$31,000 versus \$65,000 budget
- These attendance results yielded lower registration and rebate revenue, but AFS was able to reduce variable costs / catering, without affecting perceived value and, helping return a slightly higher net income percentage than budget.

Attendee's ability to shift registration types easily, is an important consideration from the attendees' perspective, but it does create challenges for meeting planners closer to the meeting. Earlier in 2022,



registration and room pickups were trending upward to the point where meeting and hotel space might be tight. In the weeks leading up to the meeting XXX attendees shifted from in-person to virtual attendance.

*Meeting Professionals International (MPI) Spring 2022 Meetings Outlook Report revealed trends favoring growth in in-person attendance. Yet, this report was prepared earlier in 2022, before business and public health conditions shifted course.*

Virtual registration results may also indicate people continue see value in virtual attendance or at least wanting to stay connected to the event, even if they could not or would not attend in person. Future meeting organizers need to continue to evolve the virtual program, so it remains attractive and engaging all around. Note: all JASM 2022 attendees have 6-month unlimited access to all recorded sessions but so far, statistics show many have yet to access the recorded content, even after its availability has been promoted.

**JASM 2022 Meeting Financial Report**  
as of 8/3/22

\*based on 3,000 in-person+500 virtual

| Description           | Actual             | Budget *           | Difference        | Actual %    | Budget %    |
|-----------------------|--------------------|--------------------|-------------------|-------------|-------------|
| <b>INCOME:</b>        |                    |                    |                   |             |             |
| Registration fees     | \$1,320,282        |                    |                   |             |             |
| ASLO reg receivable   | \$14,560           |                    |                   |             |             |
| Less:                 |                    |                    |                   |             |             |
| Refunds               | \$34,985           |                    |                   |             |             |
| Bank fees             | \$37,229           |                    |                   |             |             |
| Net Registration fees | \$1,262,628        | \$1,654,000        | -\$391,372        | 86%         | 86%         |
| Exhibit fees          | \$83,458           | \$100,000          | -\$16,542         | 6%          | 5%          |
| Sponsor fees          | \$80,000           | \$100,000          | -\$20,000         | 5%          | 5%          |
| Special Activities    | \$8,970            | \$10,000           | -\$1,030          | 1%          | 1%          |
| Other income          | \$30,600           | \$65,000           | -\$34,400         | 2%          | 3%          |
| <b>Total Income</b>   | <b>\$1,465,656</b> | <b>\$1,929,000</b> | <b>-\$463,344</b> | <b>100%</b> | <b>100%</b> |
| <b>EXPENSE:</b>       |                    |                    |                   |             |             |
| Promotion             | \$1,192            | \$10,000           | \$8,808           | 0%          | 1%          |
| Registration          | \$75,645           | \$78,625           | \$2,980           | 5%          | 4%          |
| Program               | \$94,740           | \$70,400           | -\$24,340         | 6%          | 4%          |
| AV / Communications   | \$162,661          | \$159,000          | -\$3,661          | 11%         | 8%          |
| Facilities            | \$56,496           | \$13,000           | -\$43,496         | 4%          | 1%          |
| Catering              | \$353,391          | \$806,750          | \$453,359         | 24%         | 42%         |
| Special Activities    | \$8,257            | \$6,250            | -\$2,007          | 1%          | 0%          |
| Administration        | \$316,130          | \$300,000          | -\$16,130         | 22%         | 16%         |
| <b>Total Expenses</b> | <b>\$1,068,511</b> | <b>\$1,444,025</b> | <b>\$375,514</b>  | <b>73%</b>  | <b>75%</b>  |
| <b>Net Income</b>     | <b>\$397,145</b>   | <b>\$484,975</b>   | <b>-\$87,830</b>  | <b>27%</b>  | <b>25%</b>  |



|                                 |       |       |
|---------------------------------|-------|-------|
| <b>Income/Cost per Attendee</b> |       |       |
| Income/attendee                 | \$427 | \$551 |
| Cost/attendee                   | \$311 | \$413 |
| Net Income/attendee             | \$116 | \$139 |
| Reg Income/all attendees        | \$368 | \$473 |
| Cost/in-person attendees        | \$401 | \$578 |

On a per all-attendee basis, JASM was budgeted to return \$551/attendee in income and instead returned \$427. Costs were \$413 budget and \$311 actual resulting in net income per attendee of \$116. In-person income and costs per attendee were lower than budget.

Following is a list of key components for each income and expense line items:

#### Income Categories

Registration- explained above

Exhibits- 86 booth sales; expecting closer to 100

Sponsorships- \$80,000 in cash was raised from 37 exhibitors or about \$2,100 per sponsor. In-kind contributions were \$24,000 from two Platinum sponsors. There were nine Gold-level sponsors.

Special Activities- from the tours and 5k run.

Other/rebates- includes \$15,000 contract bonus, hotel \$6,000 and Exp. Grand Rapids \$9,000 rebates

- The 1 per 40 comp = \$12,176 for the hotels providing one free room night for every 40 sold.
- Amway Owned Hotel Room Rebates totaled \$ 38,926 but could have been much higher.
- The room rebates were applied against room charges.

#### Expense Categories

Promotion- website and logo design fees

Registration / exhibits- registration, exhibits, poster equipment rental; Tervis cups and Exp GR workers

Program- abstract-registration system; interpreters (unbudgeted), and speaker fees

Communications- AV contractors, equipment and lodging

Facilities- union labor, childcare and facility rental

Catering- Amway Center and Destination Consultants suppliers for breaks and social events

Special Activities- 5k race contractor and tour operators

Administration- Management fee, program contractor, insurance, and planning team/mgmt. travel.

- The management fee covers AFS staff and associated costs for meeting contracting, planning and administration. A total of 3,341 hours were spent or about \$166,000 in compensation plus benefits and overhead allocations. Staff travel costs charged to the meeting were \$17,807. AFS retained meetings contractor for \$54,000 but this cost was not charged to JASM.

Submitted by,  
The AFS Staff Team

Steve Kambouris, Meetings Manager, [skambouris@fisheries.org](mailto:skambouris@fisheries.org)

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JASM 2022 Meeting  
Partner Society Financial Distributions

(per attendee designation at registration)

| Organization | % Allocation |
|--------------|--------------|
| FMCS         | 1%           |
| NALMS        | 2%           |
| CERF         | 3%           |
| PSA          | 4%           |
| SWS          | 8%           |
| IAGLR        | 9%           |
| ASLO         | 11%          |
| AFS          | 12%          |
| SFS          | 25%          |
| Unallocated  | 2%           |
| None         | 23%          |
| <b>Total</b> | <b>100%</b>  |

| Partner \$<br>B4<br>Unallocated | Partner %<br>w/o<br>Unallocated | Allocating<br>the<br>Unallocated<br>\$99,000 | Total<br>Partner \$<br>Allocation | Society<br>Cash<br>Contributions | Total<br>Society<br>Distribution |
|---------------------------------|---------------------------------|--|-----------------------------------|----------------------------------|----------------------------------|
| \$4,000                         | 1%                              | \$1,300                                      | \$5,300                           | \$1,893                          | \$7,193                          |
| \$7,900                         | 3%                              | \$2,600                                      | \$10,500                          | \$4,057                          | \$14,557                         |
| \$11,900                        | 4%                              | \$4,000                                      | \$15,900                          | \$10,143                         | \$26,043                         |
| \$15,900                        | 5%                              | \$5,300                                      | \$21,200                          | \$1,352                          | \$22,552                         |
| \$31,800                        | 11%                             | \$10,600                                     | \$42,400                          | \$3,381                          | \$45,781                         |
| \$35,700                        | 12%                             | \$11,900                                     | \$47,600                          | \$4,734                          | \$52,334                         |
| \$43,700                        | 15%                             | \$14,500                                     | \$58,200                          | \$13,680                         | \$71,880                         |
| \$47,700                        | 16%                             | \$15,900                                     | \$63,600                          | \$0                              | \$63,600                         |
| \$99,300                        | 33%                             | \$33,000                                     | \$132,300                         | \$6,532                          | \$138,832                        |
|                                 |                                 |  |                                   |                                  | \$0                              |
|                                 |                                 |  |                                   |                                  | \$0                              |
| <b>\$297,900</b>                | <b>100%</b>                     | <b>\$99,100</b>                              | <b>\$397,000</b>                  | <b>\$45,772</b>                  | <b>\$442,772</b>                 |

# Meeting Summary

AFS Meetings Team



# Table of Contents

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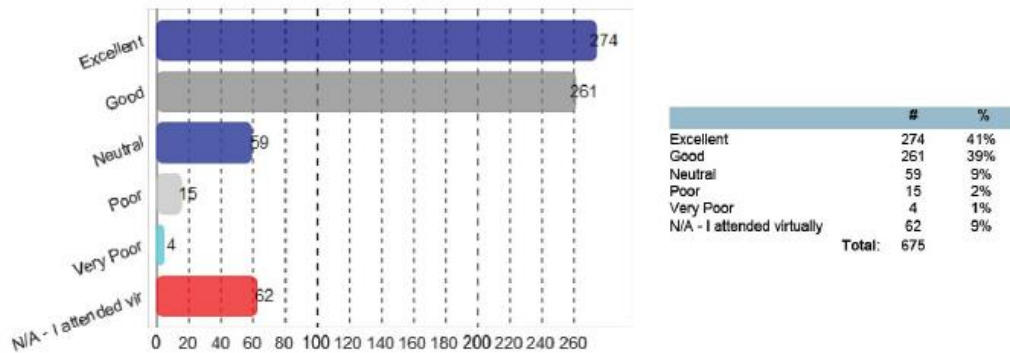
- JASM Exit Survey
- Registration Metrics
- Revenue
- Lessons Learned
- Highlights
- Appendices

## Survey Results

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Meeting Venue: Excellent (41%), Good (39%), Neutral (9%), Poor (2%), Very Poor (1%)

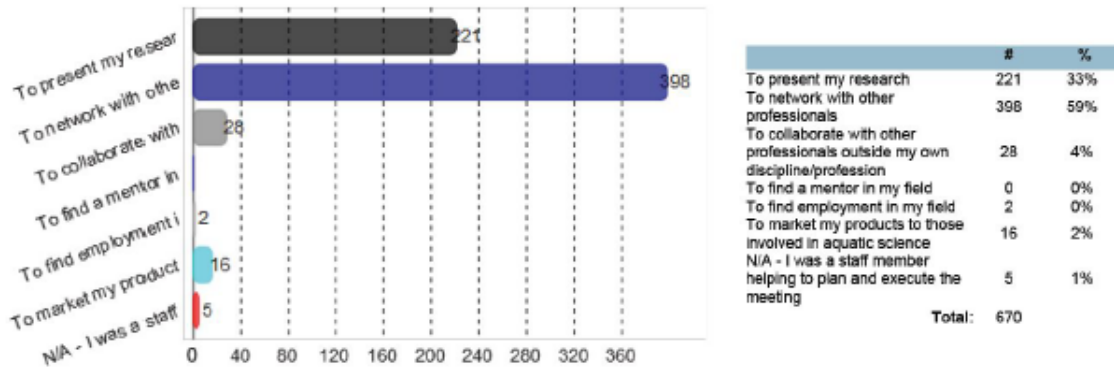
What did you think of the meeting location for JASM 2022: Grand Rapids, Michigan?



# Survey Results

Reasons for Attending: Networking (59%) and Presenting Research (33%)

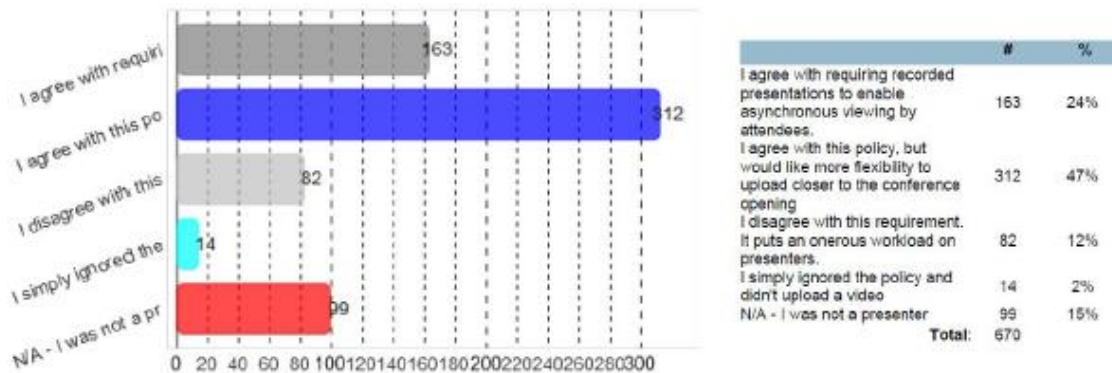
What was your most important reason for attending JASM 2022?



# Survey Results

Requiring Recorded Presentations: 71% support, 14% disagree, 15% N/A

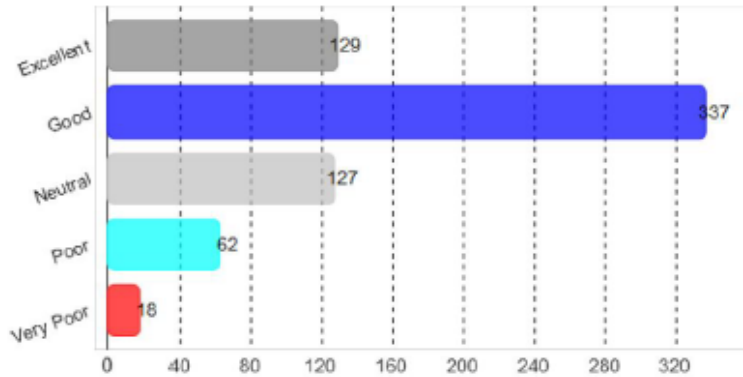
Presentation Recordings



# Survey Results

JASM Communications: 19% Excellent, 50% Good, 19% Neutral, 9% Poor, 3% Very Poor

## JASM Communications

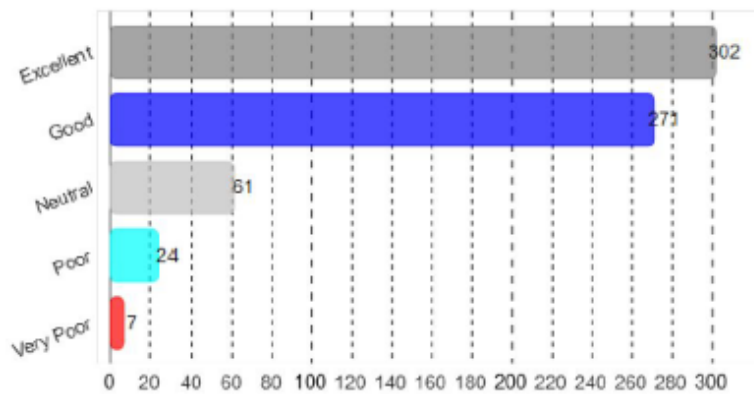


|               | #          | %   |
|---------------|------------|-----|
| Excellent     | 129        | 19% |
| Good          | 337        | 50% |
| Neutral       | 127        | 19% |
| Poor          | 62         | 9%  |
| Very Poor     | 18         | 3%  |
| <b>Total:</b> | <b>673</b> |     |

# Survey Results

JASM Registration Process: 45% Excellent, 41% Good, 9% Neutral, 4% Poor, 1% Very Poor

## JASM Registration Process



|               | #          | %   |
|---------------|------------|-----|
| Excellent     | 302        | 45% |
| Good          | 271        | 41% |
| Neutral       | 61         | 9%  |
| Poor          | 24         | 4%  |
| Very Poor     | 7          | 1%  |
| <b>Total:</b> | <b>665</b> |     |

# Survey Results

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**Hybrid Meeting Format:** JASM 2022 utilized a hybrid meeting format. With the format utilized, the plenary sessions were livestreamed, and all presenters were required to submit recorded versions of their presentation for asynchronous viewing by our attendees.

This content will now be available for the next six months. What did you find that worked well with this format? What didn't you like about the format utilized?

**Results (Positive):**

(41%) Hybrid appreciated; format allowed viewing of all presentations

**Results (Negative):**

(17%) Play recorded presentations during sessions

(11%) More virtual engagement desired

(10%) Meeting App Issues

(9%) Do not use recorded plenaries

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# Survey Results

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**Favorite Aspects of JASM Meeting**

(30%) Networking and Networking Events

(11%) Collaboration/Interdisciplinary Opportunities

(9%) DeVos and Meeting Venue

(7%) Meeting Content & Program

(6%) Live Plenaries

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# Survey Results

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## Would you like to see future JASM Meetings?

(88%) **Yes**

- Networking
- Collaboration
- Diversity of Topics

(12%) **No**

## If yes, how often should JASM be held?

(47%) 5-6 Years

(35%) 3-4 years

(12%) 6-10 years

(6%) 2 years

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# Registration Metrics

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**Total Attendees:** 3431

**In-person:** 2,662 (77.6%)

**Virtual:** 769 (22.4%)

**Posters:** 482

**Oral Presentations:** 2149

**Virtual Only Presentations:** 48

| Affiliation  | Percentage  |
|--------------|-------------|
| AFS          | 12%         |
| IAGLR        | 9%          |
| SWS          | 8%          |
| CERF         | 3%          |
| PSA          | 4%          |
| SFS          | 25%         |
| ASLO         | 11%         |
| FMCS         | 1%          |
| NALMS        | 2%          |
| Unallocated  | 1%          |
| None         | 23%         |
| <b>Total</b> | <b>100%</b> |

# Registration by Type

|                              |            |            |                                 |            |           |
|------------------------------|------------|------------|---------------------------------|------------|-----------|
| Booth Staff (Exhibitors)     | 132        | 4%         | <b>VIRTUAL Regular/Life</b>     | <b>219</b> | <b>6%</b> |
| <b>Regular/Life</b>          | <b>717</b> | <b>21%</b> | VIRTUAL Regular Nonmember       | 99         | 3%        |
| Regular Nonmember            | 111        | 3%         | VIRTUAL Early Career Member     | 78         | 2%        |
| <b>Early Career Member</b>   | <b>360</b> | <b>10%</b> | VIRTUAL Early Career NM         | 53         | 2%        |
| Early Career Nonmember       | 76         | 2%         | VIRTUAL Student Member          | 113        | 3%        |
| <b>Student Member</b>        | <b>842</b> | <b>25%</b> | VIRTUAL Student Nonmember       | 70         | 2%        |
| <b>Student Nonmember</b>     | <b>184</b> | <b>5%</b>  | VIRTUAL Retired Member          | 22         | 1%        |
| Retired Member               | 46         | 1%         | VIRTUAL Retired Nonmember       | 6          | 0%        |
| Retired Nonmember            | 6          | 0%         | VIRTUAL Developing Country M/NM | 109        | 3%        |
| Developing Country Member    | 40         | 1%         | Complimentary                   | 51         | 1%        |
| Developing Country Nonmember | 10         | 0%         | Exhibitor-Only                  | 4          | 0%        |
| One-Day Member               | 31         | 1%         | Company Admin                   | 8          | 0%        |
| One-Day Nonmember            | 44         | 1%         |                                 |            |           |

## Key Registration Types Compare

| <u>Registration Type</u> | <u>Actual</u> | <u>Budget</u> |
|--------------------------|---------------|---------------|
| Regular member           | 21%           | 30%           |
| Early career member      | 10%           | 13%           |
| Student member           | 25%           | 26%           |
| Virtual                  | 22%           | 14%           |
| Nonmembers*              | 10%           | 10%           |

\* for all member categories

# Summary Statistics (Gross Figures)

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**Registration Revenue:** \$1,294,267.01

**Exhibitor Revenue:** \$83,458

- Exhibitors: 80
- Booths: 86

**5K Fun Run:** \$4,140 (included in registration revenue)

**Workshops:** \$4,830 (included in registration revenue)

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## Lessons Learned

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### Sustains

Break Placement in Exhibit Hall  
Diversity of Topics  
Collaboration and Networking Opportunities  
Quality venues

### Improves

Mobile App & Itinerary  
Digital/Physical Displays listing day's scientific sessions  
Photo Privacy Disclaimer  
Have computers at vaccine check-in  
Last day presentations and placement of them

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# Highlights

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## Savings

\$162K on attrition via negotiations

Food and Beverage negotiations

Comp'd basic Internet fee of \$6,500 at the Amway since we exceed the F&B spend of \$125k

Wired Internet was \$750.00. Discounted from \$3,500.

PayPal: roughly \$6,500 in savings due to reduced merchant fees

Total in rebates we will or have received is \$66,731,54

## Missed Opportunities

\$48K in savings that could have been realized if we only had one networking and poster event

\$16,170 lost in room rebates

Sponsorship/Exhibitors 20% lower than projected

Percentage of virtual attendees 50% higher than projected