



Management Committee Meeting Notes

Friday, April 8, 2022

Participants:

Management Committee Members:

In-person: Leanne Roulson, April Croxton, Cecil Jennings, Miguel Garcia Bermudez, Patrick Shirey, Mark Fincel, Laurie Earley, Lian Guo, Jason Olive, Randy Schultz (Constitutional Consultant, non-voting), Doug Austen (Executive Director, non-voting)

Emerging Leaders: Kaylyn Zipp, Brian Gallagher, Christina Murphy

AFS Staff: Dan Cassidy, Kelly Kotche, Lauren Maza, Drue Winters, Katrina Dunn

Meeting Notes:

1. **Welcome/Determination of Quorum** (need 7) - Quorum established by Randy Schultz and meeting called to order by Leanne Roulson at 3:02 p.m. ET
2. **Approval of Agenda**- Approved by unanimous consent.
3. **Review of March 11, 2022 Management Committee minutes** - Approved by unanimous consent.
4. **Constitutional Consultant Report** - (Randy Schultz)
 - a. Communications Committee revision to Procedures Manual (Attachment A)
Motion by Jason Olive to accept the proposed revisions as presented in Attachment A. 2nd by Mark Fincel.
Question was asked about the specific changes proposed by the Communications Committee (the text in Attachment A only showed final language and was not a track changes version). It was suggested that the proposal should be postponed to the next Management Committee meeting where the changes are to be presented.
Motion to postpone approved by unanimous consent.
 - b. Continuing Education Committee revision to Procedures Manual (Attachment B). This motion was divided into two actions: (1) to accept Procedures Manual changes, and (2) to approve the name change to Professional Development Committee and advance to the Governing Board and to a member vote.
Motion #1 by Lian Guo to accept revisions to the AFS Procedures Manual (no 2nd needed since this is a committee vote). Approved by unanimous consent.

Motion #2 by Mark Fincel to approve the name change and advance to the Governing Board. Approved with unanimous consent.

- c. Nominating Committee revision to Procedures Manual (Attachment C)
Motion by Patrick Shirey to accept the revisions to the Procedures Manual as presented in Attachment C.
Approved with unanimous consent.
It was further noted that the language included several occurrences of binary gender specificity and that such language should be changed. Constitutional consultant Randy Schultz stated that such changes do not modify the intent of the committee and can be done by staff without additional approval.
5. **Procedures Manual Update** – report on continuing work to update the AFS Procedures Manual (Attachment D) and please see below.
6. **Chapter rebate issue** (Dan Cassidy and Kelly Kotche; Attachment E)
 - a. Geographic definition for chapter rebate
 - b. Requirement for Chapter affiliate lists as part of rebates (Little Rock GB meeting, February 2020)
 - c. Direction provided to the Southern Division, Tidewater Chapter, North Carolina, and Virginia Chapters to get together and provide a resolution to the issue of how to address delineation of chapter membership and rebate.
7. **2025 and 2027 meeting location discussion** –
 - a. Austen reviewed the current situation for the 2025 and 2027 annual meeting where AFS is potentially seeking a meeting in Canada for 2025 to address the general guidance of meeting in Canada roughly every decade.
 - b. Shawn Johnston reviewed financial issues with three main locations: Montreal, Ottawa, and Quebec City. AFS has grown in its space needs due to provision of child care, “Mothers rooms”, AV loading, etc. This has limited our location options and forces us to larger, often more expensive venues. Patrick Shirey noted that some attractive locations such as Halifax, NS, and St. Johns are simply too small to host an AFS meeting.
 - c. Unfortunately, pricing in Canada has also been extremely high and has resulted in estimated costs well beyond anything that AFS has experienced in the past.
For example, Canada does not allow AFS to bring in its preferred AV provider. As a result we have estimated costs for convention center rental, food and drink of \$566,000 for Montreal and \$671,000 for Ottawa. Both are several hundred thousand dollars more than standard for AFS meetings.
 - d. Patrick Shirey mentioned that NED and SD are meeting in the next week to explore options. He also noted that the Black Bass meeting will be held in conjunction with the 2025 annual meeting, regardless of location.
 - e. Room rentals are another issue. Shawn Johnston reported that we always work to get rooms under \$200 per night. Whereas currently, we are seeing rooms at \$259 Ottawa and \$340 in Montreal, both well beyond reasonable rates for AFS attendees.
8. **President/Officers activities report**

- A. Leanne Roulson, President – Focus of most efforts is on planning for the Spokane annual meeting. Also heavily engaged in the JASM planning, particularly with regard to the NSF-LEAPS workshop and Future of CASS discussion.
- B. April Croxton, President Elect –
- C. Cecil Jennings, 1st Vice President - Participated in a panel on diversity in professional societies at the Warnell School at University of Georgia. Chairs the communications committee for the Latin America and Caribbean Fisheries Congress and continuing to participate in CASS coordination calls as the AFS lead.
- D. Miguel Garcia Bermudez, 2nd Vice President – Focus is on the LACFC as conference co-chair and program committee co-chair.
- E. Brian Murphy, Past President

9. Executive Director and AFS staff reports

- a. Policy update and key activities (Drue Winters) – Major effort focused on RAWA
 - i. RAWA passed through Senate Environment and Publics Work Committee 15-5 vote. Added \$150 million for endangered species recovery. Positions RAWA for a floor vote this Congress. This is the first time in 25 years or so of working on this funding that the community has seen it progress this far.
 - ii. Next steps – Please use the NWF form at the link below to indicate support
<https://support.nwfactionfund.org/page/39984/-/1>
 - iii. Please use the Twitter feeds to share with you contacts:
<https://twitter.com/AmFisheriesSoc/status/1512150508810776579?s=20&t=6VvBXISGiN3Ga8vubdQB9g>
<https://twitter.com/AmFisheriesSoc/status/1512150514934468612?s=20&t=6VvBXISGiN3Ga8vubdQB9g>
<https://twitter.com/AmFisheriesSoc/status/1512150519548153874?s=20&t=6VvBXISGiN3Ga8vubdQB9g>
 - iv. AFS will be planning a virtual fly-in, call-in contest to Congressional members, Twitter blast, and much more in order to get this bill passed.
 - v. Goal is to get RAWA passed before Memorial Day but that will be a challenge.
- b. Financial update (Dan Cassidy) –
 - i. Draft year-end report to be send. Net revenue for 2021 appears to be about a \$1 million increase over 2020. This is attributed, in part, to PPP loan forgiveness and stock market performance.
 - ii. However, we need to be aware that the Journals program has not met the minimum income to get AFS payments above the
 - iii. Annual meetings take a substantial component of staff time and we need to balance out our activities. JASM, for example, is a one-time activity that should be profitable for AFS but we need to seek new revenue option.
 - iv. Outsourced accounting is being updated with a new contractor. This will result in staffing modifications and a full review and improvements in accounting systems.
 - v. This will likely delay the audit of the 2021 finances. This is not a problem but simply is a result of delays caused by the transition.

- c. Spokane – Encourage submissions of abstracts to Spokane annual meeting

10. Additional Topics and New Business

- a. Governing Board meeting set for Wednesday, April 13
- b. Election Ballots have been somewhat problematic in that they are often moved into people’s spam folder. Patrick Shirey noted that this occurred to him as well and he sent a reminder to all NED members. This announcement has been made in the e-newsletter several times. The email has the address fisheries-voting@balloteer.com which seems to be the problem for many email systems recognizing it as a valid email

11. Adjourn – at 4:29 p.m.

Attachment A -Communications Committee proposed new Procedures Manual language

Communications Committee

Purpose:

Assists and advises the President, units, and staff on strategic planning, implementation and training for internal and external communications and products. The Committee sets criteria and guidelines to ensure quality control of all communications sponsored by the Society.

Composition:

The committee consists of a chair and representation from the divisions, units, membership, staff, and officers (Standing Members) that are most closely associated with implementing current high priority communications processes and products. Members represent each of the Divisions, relevant units, and reflect the range of current communications efforts in AFS, along with other functions such as unit leadership training, continuing education, and web presence. Additional voting members could be added as appropriate.

Standing Members:

- Committee Chair
- Northeastern Division representative
- North Central Division representative
- Southern Division representative
- Western Division representative
- Representatives from appropriate units and/or such as the Fisheries Information & Technology Section, Science Communications Section, Membership Committee, Publications Overview Committee, Students/Young Professionals, etc.
- AFS Staff (non-voting)

Duties:

The committee provides expertise and guidance on developing and implementing a strategic and integrated approach to how AFS uses the full capabilities of its existing communication channels (e.g., the Society website, marketing materials, newsletter, and social media). Communications functions conducted by the Society must systematically meet the goals and objectives of AFS through establishing clear guidelines and expanding the current approach to communications.

The committee will:

1. Assess and develop communications strategies based on a comprehensive review of AFS as an organization, existing AFS communications, the needs of AFS members and other groups, effective and current mission and messages, and benchmarking of AFS communications.
2. Produce or review materials for inclusion in the *AFS Procedures Manual*, such as:
 - Branding Guidelines
 - Social Media Guidelines
 - Other documents, as needed
4. Work with AFS staff, officers, and other representatives of the Society, units, and subunits to incorporate evaluation, development, and implementation of communications strategies through various AFS communication channels.
5. Promote awareness, guidance, concurrence, and strategic implementation with the AFS community affected by implementation of strategies and associated guidelines. The committee works with AFS units and committees as necessary to provide or obtain expertise and training on communications strategies and tactics to be delivered through AFS-sponsored activities.

Operational Guidelines:

None specified at this time.

Attachment B – Continuing Education Committee Procedures Manual Revisions

Continuing Education Professional Development Committee

Purpose:

The Professional Development Committee (PDC) assesses the continuing educational professional development and training needs of the fisheries profession and works in close coordination with the American Fisheries Society's (AFS) Chapters, Sections, and Divisions to develop and administer a comprehensive professional development continuing education program.

Composition:

Chair, plus any number of others, as deemed appropriate by the cChair. Recommended membership includes a representative from each of the AFS Divisions as well as representatives from other societies, as appropriate. The inclusion of a Co-Chair is encouraged to maintain institutional knowledge and to distribute the workload.

Duties:

The PDC Committee sets criteria and guidelines to ensure appropriate quality control of all continuing education professional development activities sponsored by AFS. All continuing education professional development activities sponsored at Society-level events must be approved by the PDC Committee. American Fisheries Society uUnits may request assistance guidance from the PDC Committee for activities conducted at other venues, which will provide guidance as appropriate. Requests for Continuing Education Unit Professional Development credits for courses are handled by this cCommittee. The PDC Committee develops a slate of courses for the annual meeting along with the local planning committee. Develops and implements implementing direction and agenda for items related to its charge within the AFS Strategic Plan and Committee helps facilitate communication among AFS units with interests and experience in offering continuing education professional development courses. The PDC maintains a database of courses held by AFS units that is shared amongst the units to facilitate replication of successful courses. (See "OPERATIONAL POLICIES AND PROCEDURES", section titled "PROCEDURE FOR SUBMITTING PROPOSED CONTINUING EDUCATION COURSES").

Operational Guidelines:

Most activities conducted by the PDC Committee are done electronically, mainly through email correspondence; occasionally through conference calls or virtual meetings, -if necessary and/or to increase the level of coordination and consistency of the PDC Committee. Rarely is an in person person-to-person meeting necessary for the PDC Committee to conduct its business. In addition, when needed, the PDC Committee can vote on application deadline extensions and other relevant procedural exceptions to ensure that an appropriate suite of quality continuing education professional development courses are available to our membership for the year. All changes will be proposed by the Chair, and chair and voted on by the PDC Committee. Approval for outstanding requests will be granted if approved by a simple majority consensus. If a course is deemed ineligible for continuing education professional development credits, the Committee PDC

will decide ~~whether or not~~whether an alternative venue is available for the course (such as proposing a “general workshop” at an AFS annual meeting).

External Education Partnership ~~National Education Opportunity~~ Procedures

When applicable, the ~~Continuing Education Committee~~Professional Development Committee (PDC/CEC) can consider partnerships with extrinsic organizations, such as educational organizations, ~~U~~niversities and ~~U~~niversity ~~E~~ducation ~~P~~programs, ~~S~~tate, ~~L~~local and ~~F~~federal ~~F~~fisheries ~~E~~ducation ~~I~~nitiatives. When such an opportunity ~~presents itself~~arises, it is then the duty of the ~~c~~chair(s) to present a summary of the request and/or information and opportunity to the ~~CEC-PDC~~CEC-PDC committee for review ~~and &~~and approval. If/when the ~~CEC-PDC~~CEC-PDC agrees by ~~a simple~~a simple overwhelming majority to move forward on the consideration of such an opportunity, the ~~c~~chair(s) will then contact AFS ~~L~~leadership to present the opportunity, including a concise summary ~~detailing of the opportunities~~detailing of the opportunities-potential benefits to the organization and AFS membership. ~~The PDC will work with AFS leadership~~The PDC will work with AFS leadership, to develop a plan to move forward on consideration of the partnership with the ~~n~~national AFS ~~o~~organization (usually through a vote by the ~~g~~gGoverning ~~b~~board). Such opportunities for extrinsic partnerships will be handled on a case-by-case basis and will always require: 1) AFS ~~CEC-PDC Committee~~CEC-PDC Committee-review and approval; and 2) AFS ~~L~~leadership and ~~g~~gGoverning ~~b~~board review and approval, before any formal agreements and sponsorships can be handled. In addition, once approved, it will be the responsibility of the ~~c~~chair(s) to draft an agreeable Memorandum of Understanding (MOU) with the partnering organization, which will then also need to be reviewed ~~ed~~ed and approved by AFS leadership, before any formal/final agreements and signatures can be rendered.

Attachment C – Nominating Committee Procedures Manual Revisions

Nominating Committee

Purpose:

Prepares a slate of candidates for the Society offices of Second Vice President, First Vice President, and President-elect according to procedures approved by the Governing Board. It must name at least two candidates for Second Vice President.

Composition:

~~Ten-Eleven~~ members as follows: Chair and Vice Chair, appointed by the AFS President; one person selected by each Division (four in total); four persons elected by the Governing Board ~~at the Annual Meeting, to~~ including one student member; and the Immediate Past-President of the Society. Members elected by the Governing Board shall serve for two-year terms, with two individuals selected annually. The Vice Chair will serve as Chair in the second year of service. Each of the four Division Presidents should inform the incoming AFS President of the name of the Division's selected representative to the Nominating Committee prior to the Annual Meeting. ~~Members serve for two-year terms. The Vice Chair will serve as Chair in the second year of service.~~ The newly-installed AFS President needs to have those names so they can be eliminated from consideration when the Governing Board selects its ~~four~~ two members to the Nominating Committee during the Incoming Governing Board Meeting held following the Annual Business Meeting.

Duties:

The Chair of the Nominating Committee shall direct the nomination and voting procedure and tally the votes as outlined in the following steps. In order to comply with the specific and rigid timelines detailed in these procedures, the chair must contact the committee immediately after the AFS Annual Meeting and hold committee members to the timetable.

1. All ~~ten~~ eleven members of the Committee, including the Chair, may nominate one or two candidates for Second Vice President. Accordingly, the number of candidates in any given year may be as many as twenty ~~two~~ two.
2. Each Committee member shall vote on five of the candidates by assigning five points to the first preference, four points for second choice, etc.--one point for fifth choice. The Chair may vote only if her/his signed ballot is mailed to the AFS President at the same time as ballots are mailed to the other Nominating Committee members.
3. Votes will be evaluated by the Chair who determines the top two candidates on the basis of the highest point total.
4. Total point ties for first and second, or second and third positions, go to the candidate with the greatest number of first place votes (5's). If a tie cannot be resolved by this procedure, then a second vote will be required. In this case only the

tied candidates are voted upon. If a tie still remains after the second vote, the AFS President will cast the tie-breaking vote.

5. Written results of the nomination and vote, including the ballots, shall be forwarded to the Executive Director or the AFS President for audit as soon as the two candidates for Second Vice-President have been determined by vote. The Executive Director and the AFS President shall review the results before they are announced.

6. The candidate in third place following the vote of the Committee and the candidate in second place after the general membership vote for Second Vice-President, shall automatically be considered as possible nominees by the Nominating Committee for the following year. This last stipulation mandates forwarding the names and biographical information of those individuals to the ~~Unit Services Coordinator at Headquarters for transmission to the Committee Chair for the following year~~ Vice Chair.

7. This is a confidential process; Committee members may not discuss the individuals on the list or the rankings with anyone other than other Committee members.

Operational Guidelines:

The duties are to be implemented as follows. With the consent of all committee members, all written materials including ballots may be exchanged among committee members electronically.

1. A biographical sketch (background), some comments on the state of the Society (AFS involvement), and some steps that might be undertaken as AFS President to address major issues (Vision Statement) should be prepared by each candidate and forwarded by November 15 to the member of the Committee advancing the candidate's name for consideration. The statement should be no more than two type-written pages. Each Committee member shall inform his/her candidate(s) that the Committee does not encourage or appreciate receiving any additional vote solicitation contact or information.

2. Each Committee member should submit the name(s) of his/her candidate(s), the biographical sketches, and comments to the Chair by November 20.

3. The biographical sketches and comments by nominating committee members for all candidates will be forwarded with a ballot to all members of the Committee by December 1.

4. Ballots should be returned to the Chair by December 15. The Committee Chair will communicate the results to the President and Executive Director immediately.

5. The Committee Chair shall notify the first- and second-ranked candidates as soon as he/she has been informed by the AFS President or Executive Director that they have audited the Committee Chair's tally of the votes and have approved. The Committee Chair shall let the remaining candidates know who placed first, second, and third and will forward the

third-ranked candidate's file to the ~~Vice Chair~~Unit Services Coordinator at Headquarters for transmission to the next year's Committee Chair.

6. When notifying the winning candidates the Chair will request that they update or revise, if they wish, their biographical sketches and vision statements for AFS and send them to the Chair with a photograph by January 5.

7. The Chair will forward these materials to the editor of ***Fisheries*** so that the nominees will be announced before election ballots are ~~send~~sent to the AFS membership.

8. Following the election, the Committee Chair will forward the unsuccessful candidate's file to the ~~Unit Services Coordinator at Headquarters for transmission to the next year's Committee Chair.~~Vice Chair.

Attachment D - AFS Procedures Manual Committee description review

Message from AFS President Leanne Roulson

Greetings AFS Committee Chairs and Co-Chairs -

As you all aware, AFS is completely reviewing and updating our Procedures Manual (PM). This is critically important to help us be more effective, organized and efficient in our operations. Attached is the most recent version of the PM and I am asking each of you to review the section of the document that refers to your committee using the guidance below.

Directions:

1. Read over the general committee language starting on page 37 in the attached PM to set the context for your review (no edits needed from chairs at this time)
2. In particular, on page 42 review the section titled: "Purposes, Composition, and Duties of Standing Committees" just to refresh your memory on what goes where.
3. **Review your committee's text from the attached copy of the Procedures Manual** – you may want to involve your committee members in this review/ revision, but that is your decision as chair.
4. **By April 22, please respond to the appropriate AFS officer in the table below and cc Randy Schultz randy.schultz@dnr.iowa.gov regarding whether or not you will be providing any revision to your committee language.** If there are no revisions needed, please inform the officer and Randy and then you are done. If there are revisions needed, proceed to the next step.
5. **If you have revisions**, please cut and paste just your committee material into a new Word document and incorporate your changes using Track Changes. This is important to allow us and the Management Committee clearly identify the changes being requested. Please send the new file to your officer contact and copy Randy randy.schultz@dnr.iowa.gov
I ask that you complete this by May 6, 2022. If you need more time to complete this, please inform your officer contact of a proposed alternative submission date.
6. The officers and our constitutional consultant will review the proposed changes and contact you if we have any follow up. All changes will then be proposed to the Management Committee for final adoption and incorporation into a revised PM

Officer contact	April	Brian	Cecil	Leanne	Miguel
Officer email	acroxton@fisheries.org	bmurphy@fisheries.org	cjennings@fisheries.org	lroulson@fisheries.org	mgarcia@fisheries.org
	Awards Committee	Audit Committee	Communications Committee	Board of Professional Certification (No current Chair)	Climate Change Committee (Need to establish PM language)
	Ethics and Professional Conduct Committee	Board of Appeals (No current Chair)	Financial Planning and Procedures Committee (Committee description for PM needs to be reviewed and approved)	Diversity, Equity and Inclusion (NOT IN MANUAL OR RULES)	Electronic Services Advisory Board
	Fellows Selection Committee	Names of Aquatic Invertebrates Committee	Meeting Oversight Committee	Endangered Species Committee (NOT IN RULES) name change to : IMPERILED AQUATIC FAUNA?	Past Constitutional Consultant's Advisory Council
	Liaisons	Resource Policy Committee (IN RULES BUT NOT MANUAL)	Names of Fishes Committee	Hutton Oversight Committee (NOT IN MANUAL)	Past Presidents' Advisory Council ((recent updates to be approved at MC meeting in April 2022)
	Nominating Committee (recent updates approved to be approved at MC meeting in April 2022)	Vote Auditor	Publications Overview Committee	Membership Committee	Continuing Education Committee (RENAME: PROFESSIONAL DEVELOPMENT COMMITTEE) (recent updates to be approved at MC meeting in April 2022)
These committees will likely be removed from the Procedures descriptions					

Offic er conta ct	April	Brian	Cecil	Leanne	Miguel
Offic er email	acroxton@fisheries.org	bmurphy@fisheries.org	cjennings@fisheries.org	lroulson@fisheries.org	mgarcia@fisheries.org
		Program Committee (will become part of meetings guidance doc)	Time and Place Committee- has been replaced by meeting planning staff function	New Initiatives Coordinator- disbanded?	Arrangements Committee (will become part of meetings guidance doc)
		Raffle Committee (IN RULES BUT NOT MANUAL) may become part of meetings guidance doc)			


Attachment E – Chapter Rebate Issue



American Fisheries Society

AFS Unit Considerations

MC Meeting, April 8, 2022



American Fisheries Society

Agenda

- Chapter Affiliate Lists
- Unit Rebates

Background Information



AFS remits the following funds to Units:

- Unit dues collected by AFS and passed on
- Publications royalties for some Units
- AFS dues rebate payments

Until 2021, these payments were made in June of following year

Chapter Affiliate List Timeline



- **February 2020** – After reviewing a member study by Jeff Kopaska, GB approves motion for Chapters to submit affiliate member list to AFS by August 1 annually
- **Spring 2021** – AFS re-communicates motion to unit leaders and begins receiving affiliate lists
- **Summer / Fall 2021** – AFS also requests unit bank account information for payment processing



Unit Rebates



Payment Status:

- All 2020 Unit Remittances have been paid except for Chapter rebates

2020 Total Amounts:	
Dues	\$
Rebates	\$
Royalties	\$

- The AFS Staff seeks guidance on how to apply the GB motion to Chapters

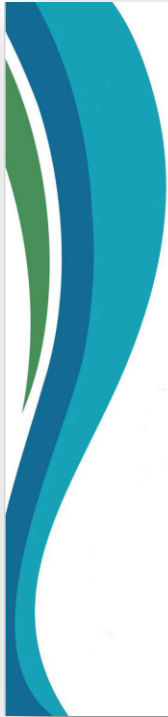


Additional Rebate Wrinkles



Rebate Calculations

- Constitution defines rebates as based on "Affiliation" to the Unit – the word "Affiliation" is not clearly defined
- Presently, Affiliation is based AFS member address and not whether the individual is also a chapter member
- Some Tidewater Chapter members are being double counted
- Kentucky Chapter members are not counted because currently, there is no chapter
- Hawaii member rebates are currently being credited to the California-Nevada Chapter



Chapter Affiliate Lists

- Many Chapters have not submitted their affiliate member list to AFS by the August 1 due date
- Some have raised member privacy issues, while others have simply overlooked it during officer change-over



Staff Recommendations

- **Affiliate Lists:**
Grant Chapters "Amnesty" for 2021 and fully implement the GB motion in 2022 for Chapters to submit lists by August 1
- **Chapter Rebates:**
Recognize that AFS member address is the simplest way to assign AFS members to Chapters for rebate calculations and therefore "Affiliation" shall be defined as AFS member address on file

Additional Rebate Wrinkles

- Rebate Calculations
 - Constitution defines rebates as based on “Affiliation” to the Unit
 - The word “Affiliation” is not clearly defined
 - Presently, Affiliation is based AFS member address and not whether the individual is also a chapter member
 - Some Tidewater Chapter members are being double counted
 - Kentucky Chapter members are not counted bec no chapter
 - Hawaii members are going to ____

Chapter Affiliate List

- Many Chapters have not submitted its affiliate member list to AFS by the August 1 due date
- Some have raised member privacy issues while others have simply overlooked it during officer change-over

Staff Proposals

Affiliate Lists:

- Grant Chapters “Amnesty” for 2021 and fully implement the GB motion in 2022 for Chapters to submit lists by August 1

Chapter Rebates:

- Recognize that AFS member address is simplest way to assign AFS members to Chapters for rebate calculations and therefore “Affiliation” shall be defined as AFS member address on file