



# Management Committee Meeting Minutes

Friday, July 8, 2022

## Participants:

### Management Committee Members:

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

Emerging Leaders: Christina Murphy

Guests: Joshua Rabbe and Amanda Croteau (co-chairs of the Membership Committee), Chelsey Crandall (co-chair, Diversity, Equity and Inclusion Committee)

AFS Staff: Dan Cassidy, Drue Winters, Beth Beard, Kelly Kotche, Ashely Berniche

## 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 June 10, 2022 Management Committee minutes** - Approved by unanimous consent.
4. **Constitutional Consultant Report** - (Randy Schultz)
  - a. **Motion:** Approve new student subunit bylaws for the Western Colorado University Subunit of the Colorado/Wyoming Chapter of the American Fisheries Society (Attachment A).  
**Background:** The proposed bylaws were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.  
Question on the total number of AFS student subunits. Response was approximately 88 or 89.  
**Motion to accept** by Brian Murphy; 2<sup>nd</sup> by Marybeth Brey. Approved by unanimous consent.
  - b. **Motion :** To accept the proposed revisions to the AFS Procedures for the Hutton Committee (Attachment B)  
**Background:** All committees have been asked by President Roulson to review the relevant language in the AFS Procedures Manual and recommend revisions. Attachment B contains the proposed revisions for the Hutton Committee. These have been review by staff, Constitutional Consultant, and President Roulson.

**Motion to accept** by Brian Murphy (no second needed for committee reports).  
Approved by unanimous consent.

## **5. Committee Reports and Discussion**

### **a. Diversity, Equity and Inclusion Committee and Equal Opportunities Section**

- i. Chelsey Crandall briefly reviewed the ongoing activities associated with the NSF-LEAPS effort through the Consortium of Aquatic Science Societies (CASS). Through CASS, AFS is involved in the initial planning grant project and this resulted in being accepted into the 3<sup>rd</sup> cohort of ACCESS+ (<https://accessplusstem.com/>). As part of working with ACCESS+, the participating societies in CASS all have been asked to complete an Equity Environment Scanning Tool (EEST; Attachment C ). The AFS response to this is being managed by this joint effort of DEI and EOS.
- ii. Lian Guo described the multiple diversity-related events planned for the Spokane AFS meeting (see Attachment D). Lian emphasized the Cultural Competency class (Sunday morning from 8:00 a.m. to noon) and requested that AFS leadership reschedule the Leading At All Levels (LAAL) class which currently is scheduled for the same morning time period. (note that this has been addressed with LAAL moved to 1:00 – 3:00 p.m.).

### **b. Membership Committee**

- i. A major effort of the committee has been completion of the Membership Survey, which closes at the end of July. This includes members and non-members and currently includes over 400 member responses and 250 non-member responses. Additional emails and other contacts to encourage responses are being sent to all survey recipients.
- ii. Focus on “membership value” is another major project of the committee with three free webinars planned. In addition, new members on-boarding is receiving new attention with the committee reviewing and updating the material that AFS sends to new members to get them engaged in the society. The committee is also working to improve student member contacts and engagement. The Education Section and the Student and Early Career Professionals Subsection is assisting with these efforts.
- iii. The much improved option for providing membership as a gift was identified as a much-appreciated improvement.
- iv. Kelly Kotche reported that current membership is only 129 less than at this date in 2021.

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

- A. Leanne Roulson, President – Most efforts are focused on planning for the Spokane meeting and the upcoming Hutton Summit (July 17-20) in Bozeman, MT, in conjunction with Montana State University. Leanne will also be attending the annual meeting of the Fisheries Society of the British Isles in late July.
- B. April Croxton, President Elect – working on ACCESS+ orientation and participation by AFS. Working with NOAA and several HBCU’s to support travel to Spokane for AFS annual meeting. The 2023 AFS Grand Rapids meeting planning team is coming together well and April is working with the team to move forward with planning activities.
- C. Cecil Jennings, 1<sup>st</sup> Vice President – The Latin America and Caribbean Fisheries Congress and the Honolulu initial planning efforts are the focus of Cecil’s efforts. Working with Pacific Islands Chapter leadership on possible visit to the area in early 2023.

- D. Miguel Garcia Bermudez, 2nd Vice President – Also focused on the Latin America and Caribbean Fisheries Congress and serves as co-chair of the Planning Committee and the Program Committee.
- E. Brian Murphy, Immediate Past President – Focused efforts on course planning for the Leading At All Levels class at the Spokane annual meeting.

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

- a. Policy Update – Drue Winters
  - i. Recovering America’s Wildlife Act (RAWA) – passed House and waiting for Senate actions. Need to define “pay for”, which is the funding mechanism, prior to any movement on this bill.
  - ii. SCOTUS and WOTUS (Supreme Court of the U.S. and Waters of the U.S.) – the conservation Supreme Court is moving hard to reduce agency authority, as seen from the West Virginia emissions ruling. This does not bode well for any positive rulings on WOTUS cases.
  - iii. U.S. EPA through the 404 permit process has, essentially, authority to shut down Pebble Mine permit options.
  - iv. Preparing for Marine Aquaculture briefing next week
  - v. Aquatic Invasive Species – participating in task force managed by the Theodore Roosevelt Conservation Partnership (TRCP) and this may result in policy recommendations that will need AFS Governing Board or Management Committee approval.
  - vi. The Climate Science Communications training planned for Spokane is hoping to have at least 20 participants and currently has about 15
  - vii. The second cohort of the Climate Ambassadors Program (CAP) will start in fall 2022.
- b. Financial update (Dan Cassidy) – Attachment D
  - i. Review of the most recent financial data to close out 2021 was provided by Cassidy. Highlights of the report include a project revenue loss in 2021 of \$149,255 but an increase in net assets of nearly \$800,000, resulting from forgiveness of Paycheck Protection Program loans and investment gains (appreciation and dividends). Base operational expenses and income remain a challenge and will need to be addressed.
  - ii. Project revenue for 2022 is expected to be a gain of about \$300,000 due, in large part, to income from JASM2022 and the Spokane annual meeting.
  - iii. Leanne Roulson noted that the Management Committee will need to address the contribution to the Obligated Reserve Fund that was adopted as policy by the Committee. This will be initiated at the August 12 meeting of the Management Committee and continued through discussions in Spokane.

## **8. Additional Topics and New Business –**

- 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 indicate attendance plans for meeting and ballgame.
  - iv. AFS Business meeting – 8:00 – 9:30 a.m., Wednesday, August 24
  - v. Incoming Governing Board Breakfast – Thursday morning, August 25 (exact time TBD)
- b. Spokane tribe Chinook Salmon Release – set for Wednesday afternoon at approximately 3:30 p.m.

**9. Next meeting of the Management Committee is set for 3:00 p.m. ET on Friday, August 12, 2022**

**10. Meeting adjourned at approximately 4:10 p.m.**

# Attachment A

## Bylaws of the Western Colorado University Subunit of the Colorado/Wyoming Chapter of the American Fisheries Society

### Article I. Name and Objectives

1. The name of this organization shall be the Western Colorado University Subunit of the Colorado/Wyoming 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 the Western Colorado University Subunit and other student subunits, State chapters, Western division, and the American Fisheries Society.*
  - *Increase educational opportunities in fish conservation and management for students at Western Colorado University*
  - *Prepare membership for careers related to fish management, fish conservation, and fisheries biology.*
  - *Foster campus and community awareness in membership through a shared interest in fish conservation and management*
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 Western Colorado University students, faculty, and alumni who are active members of the Chapter, or the Western Colorado University Student Chapter of the Wildlife Society.
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 meeting closest in time to the end of each school year, following the Chapter's annual meeting.
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 of 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 Colorado/Wyoming 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 Colorado/Wyoming 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 20% of the subunit membership.
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.
3. The Subunit has established the following Standing Committees:
  - a. Faculty advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise officer elections and transitions, attend meetings on a regular basis, and assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting and recruiting members to the Subunit and the Society. The Faculty Advisor's term shall desist when selected advisor is no longer able or willing to contribute time to the Subunit.
  - b. University Liaison, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. The University Liaison shall be appointed by the President as the liaison between the Subunit and Subunit members at Western Colorado University. The University Liaison shall coordinate and oversee all activities at Western Colorado University.

## 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 B

Hutton Proposed Procedures (12/31/2021):

Purpose:

HUTTON OVERSIGHT COMMITTEE oversees the Hutton Junior Fisheries Biology Program, a summer mentoring program for high school students designed to stimulate interest in careers in fisheries science and management among groups underrepresented in the fisheries professions.

Composition:

Members Include:

- One (1) Chair or two (2) Co-Chairs who is/are active AFS members appointed by the President within 30 days after the annual Society meeting unless otherwise specified, and their terms of duty extend to the end of the next annual meeting if not stipulated otherwise.
- An AFS staff member serves as the Hutton Program Coordinator and supports the Hutton Oversight Committee.
- At least 15 Committee members, additional members at large are welcome; all must be active members of the Society.
- Membership is based on an individual's willingness to serve on the committee. Committee selections are made by the chair/co-chairs of the committee to provide at least one (1) person from each Division and meaningful inclusion of different ages, genders, races, regional distributions, and work backgrounds to have a diverse group of professionals providing their insights. Interested parties can volunteer to be on the committee at <https://fisheries.org/about/committees/>.
- Sub-Committees for special projects are formed as needed and may comprise ~~of~~ non-committee members.
- Duration of term: indeterminate.
- ~~A-The outgoing chair queries each member's intent to continue to serve is reviewed annually and provides a summary of all members to the incoming chair or co-chairs.~~

Duties: Hutton Oversight Committee members are expected to contribute to some or all of the following tasks throughout the year:

- Reviewing the application process and procedures and scoring application materials annually using the scoring rubric.
- Promoting and marketing the Hutton Program to a broad audience including internal AFS units and external entities.
- Increasing the reach (knowledge and awareness) of the Hutton Program to female and underrepresented communities, including Black or African Americans, American Indian or Alaska Natives, Hispanic or Latinos, Pacific Islanders, and Asians , as well as ~~of~~ all gender identities.
- Providing recruitment, outreach, and support for Hutton Scholars and Mentors.
- Reviewing and ranking submitted student applications.
- ~~Selecting outstanding candidates.~~

- Providing leadership to support Program Coordinator, Mentors, and Scholars through the internship experience and beyond (e.g. webinars, Hutton Scholar Summit, longitudinal surveys, program evaluations.)
- Submitting mid-year and annual committee reports to the AFS President, on time and in the prescribed format ~~Governing Board~~ via the chair or co-chairs. Such reports include the committee's activities, findings, and recommendations.
- Maintain complete and orderly files of committee correspondence and action for transmission to the incoming chair or co-chairs where appropriate. This should include memos to the file-s describing any new procedures or modifications used during the year.
- Acting as advocates for the program.
- Suggesting funding opportunities or conducting outreach to secure individual gifts to the program.

#### Operational Guidelines:

- Applications are open ~~in~~ around mid-October ~~XXX or XXX~~ each year.
- The application period closes ~~on or~~ around ~~XXX~~ mid-February of the following year.
- Hutton Scholar applications are scored using a grading rubric to standardize ranking of applications during March.
- Applications that include a Statement of Interest, two essay questions, student transcripts, and a letter of reference.
- Reviewers must be AFS members in good standing.
- Reviewers, committee members, and additional volunteers, read and score submitted Hutton Scholar applications prior to selection conference calls in April. When there are many applications (200+), the scores are used as a first cut for limiting the selection process discussions. Selection is not based on scores alone. Reviewers can discuss and potentially place stand out applicants based on factors other than scores.
- Selection of Scholars can be dictated by funding sources (e.g. donor or grant specified). Open funding can place Scholars anywhere there is a paired Mentor. If an exceptional Scholar is selected but no Mentors applied in that geographical location, Mentors will be solicited. In the event a Mentor cannot be located, an alternate Scholar will be selected.
- Providing leadership to support the Program Coordinator, Scholars, and Mentors can vary year to year depending on the needs.
  - The Committee serves as a sounding board and decision maker for ideas and questions from the Program Coordinator.
  - Support of the Program Coordinator and Hutton Scholars during their internships includes placing them with mentors, providing informational webinars, and/or implementing a Pen-Pal program with early-career professionals to create bonds to undergraduates and graduate students.
  - Scholar and mentor recruitment materials (digital and hardcopy) are available to anyone for promoting and recruiting participation in the program.
  - Webinars are available online and a Mentor toolbox is located on the website (<https://hutton.fisheries.org>).
  - Hosting an annual Hutton Scholar Summit includes securing a location and funding to afford travel, meals, and lodging for scholars and participants. The Committee works

to expand the current consortium of universities in partnership with the Hutton Scholar program, initially led by Virginia Tech in 2021. There is potential to grow the Summit by expanding the model to other regions.

- Promoting and marketing is spearheaded by AFS staff members encouraging and creating social media (e.g. Instagram, Facebook, Twitter) and news media promotions, in-person presentations at Unit and Committee meetings, and keeping <https://hutton.fisheries.org> up to date.

Advocacy for the Hutton Scholar Program includes presenting and speaking at AFS Unit and Committee meetings, places of employment, and at local, regional, and national organizations, if appropriate, to help spread awareness of the scholarship opportunity in places where suitable candidates for Scholars and Mentors can be found. Writing blogs, newsletters, magazine articles or social media posts to spread awareness of the opportunity. In addition, advocates can also help solicit financial support and gifts to the Hutton Program or make recommendations to AFS Staff about potential funding sources.

# Attachment C



## EQUITY ENVIRONMENTAL SCANNING TOOL (EST)

The EEST contains 11 frames central to Professional Society (ProS) functioning. It helps stimulate internal ProS conversations, assess and benchmark organizational DEI efforts, discern strengths, identify areas for attention, and provides examples of actionable changes that can be made.

### 1. Governance and Leadership

Explores how the ProS and its leaders advance DEI through their vision, strategies, infrastructure, and organizational culture.

### 3. Programs and Events

Looks at programming, including conferences, meetings, and events, and how they are planned and executed.

### 5. Student Chapters

Examines student chapters, including the involvement and programming stemming from the ProS.

### 7. Marketing and Communications

Considers how a ProS communicates with its membership and stakeholders in promoting the ProS, its discipline, and its activities.

### 9. Employment

Examines the attraction, recruitment, and promotion of staff within the ProS.

### 11. Publishing

Explores how a ProS manages its official publications and journals.

### ..... 2. Membership

Examines the makeup of the ProS membership across levels and the support impacting member belonging and recruitment/retention.

### ..... 4. Professionalization

Centers on professional development opportunities, including 'soft' skills in leadership and management, networking, and technical certifications/licensure.

### ..... 6. Prizes, Awards, and Grants

Considers how a ProS goes about marketing, nominating, reviewing applications, and awarding money or accolades.

### ..... 8. Outreach and Engagement

Looks at activities and programs that engage the wider public in ProS endeavors, including K-12 programming.

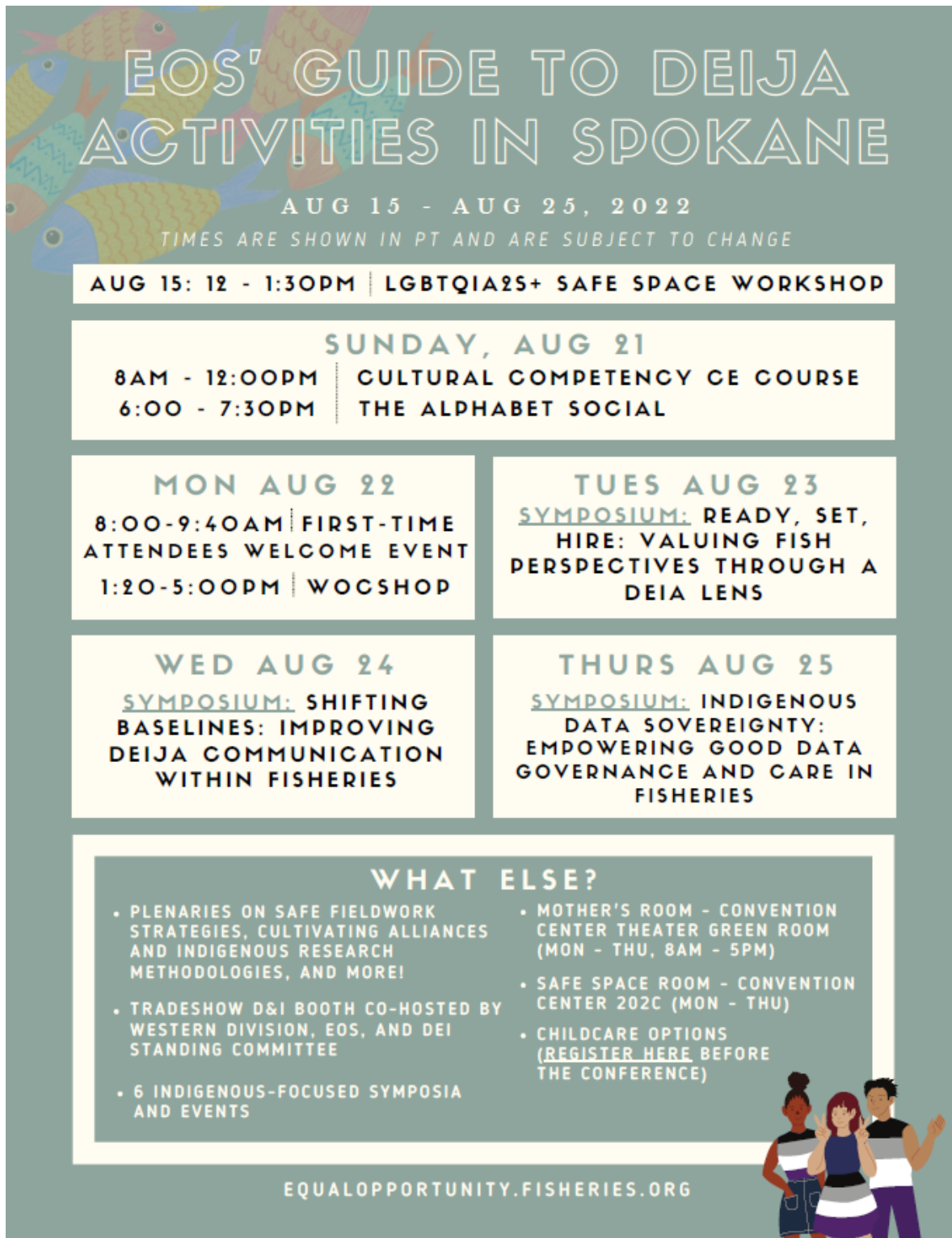
### ..... 10. Advocacy

Centers on how a ProS contributes to official position statements on topical issues or legitimizing knowledge through ProS-backed white papers or publications.

The EEST is a U.S. adaptation of the UK Royal Academy of Engineering and the Science Council DEI Progression Framework. ACCESS+ is funded by an ADVANCE Partnership grant from the National Science Foundation (HRD #2017953).

[accessplusstem.com](http://accessplusstem.com) | [access.plus@wepan.org](mailto:access.plus@wepan.org) | 720.943.4587 | @accessplusstem

# Attachment D



The poster features a teal background with a pattern of colorful fish in the top left corner. The title 'EOS' GUIDE TO DEIJA ACTIVITIES IN SPOKANE' is written in large, white, outlined letters. Below the title, the dates 'AUG 15 - AUG 25, 2022' and the note 'TIMES ARE SHOWN IN PT AND ARE SUBJECT TO CHANGE' are displayed. The main content is organized into a grid of colored boxes: a white box for the August 15th workshop, a yellow box for Sunday August 21st activities, and four white boxes for Monday through Thursday activities. A large white box at the bottom contains a 'WHAT ELSE?' section with a list of additional services. The website 'EQUALOPPORTUNITY.FISHERIES.ORG' is at the bottom center, and an illustration of three diverse people is in the bottom right corner.

## EOS' GUIDE TO DEIJA ACTIVITIES IN SPOKANE

AUG 15 - AUG 25, 2022  
TIMES ARE SHOWN IN PT AND ARE SUBJECT TO CHANGE

**AUG 15: 12 - 1:30PM | LGBTQIA2S+ SAFE SPACE WORKSHOP**

**SUNDAY, AUG 21**  
8AM - 12:00PM | CULTURAL COMPETENCY CE COURSE  
6:00 - 7:30PM | THE ALPHABET SOCIAL

**MON AUG 22**  
8:00-9:40AM | FIRST-TIME ATTENDEES WELCOME EVENT  
1:20-5:00PM | WOCSHOP

**TUES AUG 23**  
SYMPOSIUM: READY, SET, HIRE: VALUING FISH PERSPECTIVES THROUGH A DEIA LENS


**WED AUG 24**  
SYMPOSIUM: SHIFTING BASELINES: IMPROVING DEIJA COMMUNICATION WITHIN FISHERIES

**THURS AUG 25**  
SYMPOSIUM: INDIGENOUS DATA SOVEREIGNTY: EMPOWERING GOOD DATA GOVERNANCE AND CARE IN FISHERIES

### WHAT ELSE?

- PLENARIES ON SAFE FIELDWORK STRATEGIES, CULTIVATING ALLIANCES AND INDIGENOUS RESEARCH METHODOLOGIES, AND MORE!
- TRADESHOW D&I BOOTH CO-HOSTED BY WESTERN DIVISION, EOS, AND DEI STANDING COMMITTEE
- 6 INDIGENOUS-FOCUSED SYMPOSIA AND EVENTS
- MOTHER'S ROOM - CONVENTION CENTER THEATER GREEN ROOM (MON - THU, 8AM - 5PM)
- SAFE SPACE ROOM - CONVENTION CENTER 202C (MON - THU)
- CHILDCARE OPTIONS (REGISTER HERE BEFORE THE CONFERENCE)

EQUALOPPORTUNITY.FISHERIES.ORG





AFFINITY SPACE (LIMITED TO SPECIFIC IDENTITIES)



ALLIES ARE ENCOURAGED AND WELCOME TO ATTEND

## EVENT DESCRIPTIONS



### LGBTQIA2S+ SAFE SPACE WORKSHOP

In a pre-conference virtual workshop, learn how to be a better ally to the LGBTQIA2S+ community and gain a deeper understanding of LGBTQIA2S+ identities, vocabulary, and issues the community faces.

Registration is free (50 people).  
<https://forms.gle/7uwc4GJJC4hRMsG39>



### CULTURAL COMPETENCY COURSE

Enhance your awareness of biases, communication skills, and disparities between cultural knowledges. This workshop is a starting point to sustainably lift your awareness evolving towards social and environmental justice. Register with meeting registration. Davenport Cedar Ballroom.



### THE ALPHABET SOCIAL



Find your people on the first night of the conference! This social centers and celebrates LGBTQIA2S+ and BIPOC identities.

Convention Center 402C

*Refreshments provided*

6:00 - 6:30PM BIPOC Social

6:30 - 7:00PM LGBTQIA2S+ Social

7:00 - 7:30PM Allies Welcome



### WOCSHOP

WOCshops are geared to destroy barriers suppressing women of color (WOC) and change the cultural climate in the workplace by providing participants the opportunity to talk, listen, reflect, and transform. Register with meeting registration.

[awospace.com/wocshops](http://awospace.com/wocshops)



### FIRST-TIME ATTENDEES WELCOME EVENT

This event welcomes AFS First-time attendees and introduces them to a group of other folks to navigate their first AFS with. Register with meeting registration. Convention Center Room 206D



### SAFE SPACE ROOM

A space for attendees from underrepresented identities who need a quiet space to relax, recharge, and regroup. Convention center 202C (Mon - Thu)

## VIOLATIONS OF THE AFS CODE OF CONDUCT

### AFS Code of Conduct

Contact: AFS Ethics and Professional Conduct Committee (EPCC)

If you experience ethical and/or professional conduct that violates the AFS Code of Conduct, the EPCC has an online form for meeting attendees to submit complaints. This report is confidential and will only be seen by the EPCC. They will respond within 24 hours of submittal of this form.

[fisheries.org/code-of-conduct-reporting-form](https://fisheries.org/code-of-conduct-reporting-form)

EQUALOPPORTUNITY.FISHERIES.ORG

# Attachment E



## AFS Financial Update

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MC Meeting, July 8, 2022

### Topics and Updates

- New AFS Staff:
    - Development Manager, Jenna Hanks, starts July 11
    - Membership Coordinator, Mia Ferguson, began work in June
  - Accounting Contractor - Cordia Partners
  - 2021 Audit Schedule – begins week of July 18
  - 2021 Financial Results
  - 2022 Budget and Reports
  - 2023 Budget Timeline
-

## Financial Position Statement 2021 and 2020

| Description                               | 2021               | 2020               |
|---|--------------------|--------------------|
| Checking                                  | \$412,498          | \$172,954          |
| Receivables and Prepaids                  | 151,593            | 95,482             |
| Inventory                                 | 206,667            | 236,743            |
| Net Property                              | 348,145            | 384,884            |
| Long-Term Investments                     | 5,316,457          | 4,753,387          |
| <b>Total Assets</b>                       | <b>\$6,435,360</b> | <b>\$5,643,450</b> |
| Payables and Accruals                     | 411,825            | 216,345            |
| Bank Credit Line /                        | 125,000            | 381,012            |
| Deferred Royalty                          | 385,714            | 514,286            |
| Deferred Revenue                          | 351,645            | 476,390            |
| PPP Loan                                  | 312,719            | 302,664            |
| Net Assets                                | 4,848,457          | 3,752,753          |
| <b>Total Liabilities &amp; Net Assets</b> | <b>6,435,360</b>   | <b>5,643,450</b>   |

## Financial Results 2019 to 2021

| Description                               | Draft<br>CY 2021 | Audited<br>CY 2020 | Audited<br>CY 2019 |
|---|------------------|--------------------|--------------------|
| Total Revenue                             | 4,101,061        | 2,395,955          | 3,649,772          |
| Total Expense                             | 3,020,903        | 2,867,317          | 3,847,830          |
| <b>Total Net Revenue</b>                  | <b>1,080,158</b> | <b>(471,362)</b>   | <b>(198,058)</b>   |
| Investment Income                         | (167,862)        | (88,906)           | (59,467)           |
| Investment Gains                          | (376,922)        | -                  | -                  |
| Paycheck Program Funds                    | (684,629)        | -                  | -                  |
| Totals                                    | (1,229,413)      | (88,906)           | (59,467)           |
| <b>Operating Net Revenue</b>              | <b>(149,255)</b> | <b>(560,268)</b>   | <b>(257,525)</b>   |
| Invest. Income- est. unrestricted portion | 67,145           | 88,906             | 59,467             |
| Invest. Gains- est. unrestricted portion  | 94,231           | 36,003             | 185,341            |
| <b>Change in Unrestricted Net Revenue</b> | <b>12,120</b>    | <b>(435,359)</b>   | <b>(12,717)</b>    |

## Unrestricted Net Assets / Obligated Reserve

|  |                    |
|--|--------------------|
| <b>Unrestricted Net Assets, Dec 2020</b>     | <b>\$354,628</b>   |
| Pubs Endowment Release                       | \$750,000          |
| Obligated Reserve Balance 12/2021            | \$201,927          |
| AFS 2000 Fund Balance 12/2021                | \$173,210          |
| Hutton OH Recognition                        | \$100,000          |
| Est. 2021 Net Revenue Unrestricted           | \$12,000           |
|  |                    |
| <b>Est. Unrestricted Net Assets Dec 2021</b> | <b>\$1,592,000</b> |

## 2022 Budget

- **Total Revenue = \$4.0M**
  - Includes Spokane meeting net revenue of \$400K
  - Increase in publications sales, eBooks subscriptions
  - JASM Meeting Wrap Up
    - Initial meeting net revenue about \$350K
    - AFS due \$250K management fee + proportional share of net revenue (15%)
- **Total Expenses = \$3.7M**
- **Net Revenue = \$300K**

## **2023 Budget Timeline**

- Prepare draft 2023 budget document for Fall Management Committee meeting date TBD
  - Will allow Cordia Partners to finish 2022 catch-up
  - Allow for completion of 2021 audit
  - Have better sense of where 2022 financial results stand
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