

## **2011 Annual Tidewater Chapter EXCOM Meeting Minutes**

### **Call to Order**

The meeting was called to order around 4:30 pm on 3/10/2011.

### **Attendance**

Michael Luisi, Chad Smith, Sara Mirabilio, Kevin Spanik, Fred Scharf, Steve Midway, John Cooper, Leonard Machut, Chuck Bangley, Jacob Boyd, Ron Klauda, Stephanie McInerny, Bob Murphy, and Amanda Colton

### **Welcome/2011 Annual Meeting**

**Mike Luisi** welcomed everyone to the meeting and gave a quick recap of what was discussed during the 2010 mid-year conference call. Everyone introduces themselves. **Leonard** reported there were about 88 people registered for the meeting so far, with about 15 posters and 25-26 oral presentations. Smokin' Joes BBQ will be catering the Poster social. **Leonard** also mentioned that he did get mentors and students set up for a student/mentor lunch. About 8 of each registered for the lunch and inquiries are still being taken at the registration table. An announcement will also be made at break and lunch on Friday. **Mike** suggested that the EXCOM decide on a way to determine who organizes the student-mentor lunch. Normally, a student subunit volunteers to organize the event but when one doesn't come forward there is no one to do the organizing. Should it be the President-Elect or the student subunit from the hosting state? There is a need to develop a mini SOP for meeting needs and things that typically get forgotten during meeting preparation time. A checklist should be developed that contains these things. **Mike, Fred,** and **Leonard** will get a draft together and send it to the EXCOM. It will then be attached to the budget to be passed on to the next President-Elect.

### **Nominating Committee**

**Fred** reminded the EXCOM that the President-Elect for 2012 needs to be someone from NC. The NC Chapter who has members from NC State and the Wildlife Resources Commission are interested in doing a joint meeting with the Tidewater Chapter in 2012 because their meeting is scheduled to be held on the coast. **Fred** reported the Jacob Boyd has volunteered but expressed concerns that Jacob is still a graduate student and may not have enough time to take on the responsibility of organizing the meeting. **Jacob** reassured the EXCOM that he is close to finishing school and knows a lot of people in the local community so should be able to get sponsorships and other donations fairly easy He should be able to handle the workload as long as Stephanie is willing to assist. **Jacob** mentioned he will talk to his student advisor, Roger Rulifson, and some other Past Presidents about the potential workload of planning and throwing a meeting and discuss its required time commitment.

## Treasurer's Report

**Stephanie** reported that the current checking account balance for the Tidewater Chapter was \$11,194.99 as of 3/08/2011. This balance included a \$250.00 donation to the Southern Division, a \$315 membership rebate check from the AFS Parent Society and a check for \$10.00 from someone who mailed in their Chapter dues. The Tidewater mutual fund is valued at \$1,128.25 which is a 15 % increase from August 2010 and valued at more than the original investment of \$1,025.

**Stephanie** also reported that koozies and t-shirts were ordered for the 2011 Chapter meeting. 200 koozies at \$487.00 and 100 t-shirts at \$880.00 were ordered. After the money from the koozies and shirts come out, the Tidewater checking account is down to \$9,827.99. 2010 Chapter taxes have also been filed.

The EXCOM discussed what the Chapter should do with the money in the mutual fund and with the excess money in the checking account. It was suggested since past meeting budgets have been averaging around \$7,500 that the Chapter should raise its operating budget to \$7,000 to \$7,500 and then the rest of the money could be put into a money market account so interest can be gained on money just sitting there. A bond fund or 6 month CD would also be options. **Leonard** mentioned that the 2011 meeting will cost between \$7,000 and \$8,000 excluding any sponsorship monies, however, VIMS can let the Chapter run in the red a little because they have an account set up for the Chapter to use during the meeting. **Stephanie** mentioned that you have to be careful what type of account the money is put into because the amount of money that goes out of the checking account and the number of checks written varies widely from year to year. **Mike** stressed that the Chapter should want to use an account to make money while we aren't using it. **Stephanie** agreed to do this if she could get help from the EXCOM. **Fred made a motion to help Stephanie with the account search and several members of the EXCOM volunteered to gather information on interest earning accounts and will have it ready to be discussed at the 2011 mid-year meeting.**

A question about the monetary amount for student awards was brought up. Should the student awards be doubled again this year like they were at last year's meeting? The EXCOM discussed this at the 2010 mid-year meeting and agreed that if we have extra money it should be used to support the students. **The EXCOM agreed to keep the student poster and presentation awards doubled from now on.**

**Sara** mentioned she advertised the Eileen Setzler-Hamilton scholarship was going to be \$500 this year which is double the normal amount. Should it be doubled as well? **Sara motioned to double the scholarship to \$500. The motioned was seconded by Fred with an amendment to add an honorable mention to the award with no cash value but will get a certificate. Motion accepted unanimously.**

**Leonard** suggested that the announcement for the scholarship should be distributed more. **Sara** mentioned that she sent several emails to the EXCOM and the listserv with reminders and the information was in the newsletter. **Fred** thinks it should be the

responsibility of the faculty advisors to make sure their students are aware of the scholarship or should be the responsibility of the student subunit presidents. **Leonard** told the EXCOM that no one at VIMS knew about the scholarship but VIMS doesn't have a student subunit. **Sara** volunteered to post the information anywhere needed. **Kevin** reported that he forwarded the announcement to several listservs in VA. **Leonard** suggested that an advertising poster could be posted at universities to help raise student awareness and participation. **Amanda Colton** mentioned that she didn't see anything about it either but she is a new subunit president. **Stephanie** commented that new student subunit presidents get elected every year and the previous student subunit president may not give the next president all the need to know information like listserv and newsletter info. **Sara volunteered to develop a checklist for what the student subunits should know about the Chapter.**

**Mike** suggested doing a Facebook page to post Chapter information because student emails are always changing and the listserv is not getting updated. **Chad** mentioned that if anyone wants to set up a blog or page to put on the Chapter website to let him know and he will post it on the Membership page. **Stephanie** mentioned that the Procedural Manual that houses Chapter's bylaws also has a list of each officer's duties. The checklists made for the meeting organization and student subunit information should be included in this manual as well. **Kevin** asked about archives of old presentations and abstracts from meetings and **Chad** confirmed that these exist for some of the past meetings. **Leonard** also mentioned that the website doesn't mention anything about the Chapter history and the website should have a history page and the Chapter should put more emphasis on its history. **John Cooper** volunteered to help with this and mentioned he has sent John Olney a blue folder with all of his past meeting pictures back to 1988 and it is floating around somewhere but no one knows where right now. **Stephanie** reported that she is currently scanning old documents for the Chapter and once organized will send them to Chad to put on the website.

## **Members at Large**

### **VA**

**Kevin** reported that a lot of his previous efforts were going towards trying to get a President-Elect for VA and this is where Leonard stepped in. Also Jack Travelsted will be receiving the Conservation Award.

### **MD**

None

### **NC**

None

## **Scholarship and Awards Committee**

**Ron Klauda** confirmed the fact that all of the monetary awards will be doubled and reminded the EXCOM that we need to make sure these get budgeted into meeting expenses. In addition to the Conservation Award to Jack Travelsted, Don Kelso will be receiving the Fisheries Education Award. Plaques and certificates for award recipients should also be included in the meeting budget.

Six total judges have been found to judge student poster (3) and presentations (3).

## **Other business**

**Sara** and **Mike** mentioned that maybe the Chapter can offer some type of training or workshop at the Annual Meeting. The NC Chapter does these at each meeting. **Ron** mentioned that he goes to other Fisheries meetings that have a day talk session and then a day of workshops. Maybe this could occur from 1-4 pm on Thursdays before the poster social. The EXCOM was supportive of this idea.

**John** inquired if anyone knew where any Alosid Symposium books were floating around. If anyone finds any, please let him know.

**Leonard** mentioned that a member of the VA trawl survey has offered to mount a new toadfish for the Current President Plaque since the trawl survey catches a lot. Not sure what the cost will be but it's worth looking into.

Ron reminded Leonard that he will be presenting Mike with an outgoing president award.

## **Adjournment**

**Mike** motioned to adjourn the meeting at ~ **6:00 pm**.

Minutes submitted by: Stephanie McInerny