

2013 Quarterly Tidewater Chapter EXCOM Meeting Minutes

Call to Order

The meeting was called to order at 11:05 am on 1/24/2013 via conference call.

Attendance

Len Machut, Cory Janiak, Jacob Boyd, Stephanie McInerny, Mike Wilberg, Brie Elking (ECU), Bob Murphy, John Cooper, Chad Smith, Danielle Zaveta (UMD), and Lauren Latchford (Duke).

Modifications to the Agenda

Stephanie prepared a Treasurer's Report. **Ron Klauda** was not able to make the conference call but sent some comments to Jacob to be discussed during the call. The discussion about Elections and Bylaws will be moved to the section under Action Items.

Meeting Minutes

Len motioned to accept the minutes from the meeting on September 13, 2012. **Mike** seconded. Approved by unanimous vote.

Treasurer's Report - Stephanie

Checking:	\$12,394.84
Mutual Fund:	\$ 1,253.89
Total:	\$13,348.73

This year, the Tidewater Chapter made a \$500.00 donation to the Tennessee Chapter to help with hosting the Southern Division Meeting. We have also decided to enroll in Liability Insurance under the AFS Parent Society to cover accidents that may occur at our Annual Meetings. This coverage was \$150.00. An old invoice for awards in the amount of \$25.00 was paid. The Tidewater Chapter agreed to pay for Jacob to go to the Southern Division meeting in February 2013 to represent the Chapter. The funding for his travel totaled \$776.05 which includes his registration fee, hotel, and flight. The Chapter is still waiting on a refund check from the AFS Parent Society totaling \$569.00 for Chapter dues collected through the Parent Society. The Chapter is still in good shape financially and stays above its operating budget of \$7,500.

Mike received an email from the Arkansas Chapter asking for donations for the Parent Society Annual Meeting. **Stephanie** mentioned that the Chapter has not received a letter asking for donations from the Parent Society since she has been the Treasurer but doesn't see a problem with donating if we have money after the annual meeting expenses have been paid.

Bob made a motion to accept the Treasurer's report. **Mike** seconded. Approved by unanimous vote.

Awards

Jacob provided an update on awards as requested by **Ron**. A winner has been selected for all three Chapter awards this year and so far only one application for the Eileen Setzler-Hamilton Scholarship has been received. The application is complete and **Ron** is just waiting on the letters of recommendation to come in. **Ron** needs two more poster judges and two more oral presentation judges. **Jacob** reminded the EXCOM that all student awards are still doubled so \$200 for 1st place, \$100 for second place, and \$50 for 3rd place for poster and oral presentations. The Eileen Setzler-Hamilton Scholarship is \$500. The Chapter award winners are Dr. Kent Mountford – Conservation Award, Dr. David Secor – Meritorious Service Award, and Dr. Vic Kennedy – Excellence in Fisheries Education Award.

Stephanie reminded **Mike** that he can give a presidential award if he wants to. **Bob** mentioned that the special presidential award doesn't have to be given every year but can be given if deemed necessary.

Chad confirmed that the deadline for the Eileen Setzler-Hamilton Award applications is February 15, 2013 and the amount of time required to fill out the application has been reduced.

Action Items (Table attached)

Only a handful of action items were discussed as this meeting including the Procedural Manual, student subunit participation, website updates, and bylaw changes. **Jacob** began the conversation by mentioning that he sent out the Procedural Manual for edits back in September but only received one comment. **Danielle** and **Cory** did a great job putting together a summary of subunit responsibilities and received zero feedback from the other subunits. Even though participation as a member of the Chapter and/or the EXCOM is voluntary there needs to be more effort from members to respond to emails and provide comments when needed.

- Action Item: Revise Chapter Bylaws.
 - When **Len** announced that Jessica Thompson had agreed to be the new President-Elect, an email conversation started that discussed the need/want for a formal election. It was also mentioned that all officers including the members-at-large are up for election on an annual basis and should be elected every year. A formal election gives all members of the Chapter a right to vote and can write in a candidate if they choose. **Len** had previously sent several requests for nominations for the President-Elect position and didn't receive any nominations. Several current members of the EXCOM feel that after several requests for nominations without result, if a single candidate is found they can be sent to the EXCOM for approval

- without a formal election. Some Chapter members felt strongly that the formal election process was in the Bylaws and needed to be followed.
- **Stephanie** read the bylaws and reminded the EXCOM that the current bylaws do say that some members of the EXCOM are elected (President, President-Elect, Secretary/Treasurer) but does not give guidance about the election process. It also does not state that the Members-at-Large get elected. The EXCOM agreed that the bylaws were ambiguous and should be updated for more clarification. These changes will need to be thought out extensively and researched before changes are made. Changing the bylaws require going through the AFS Parent Society Governing Board. **Bob** volunteered to help with this process.
 - **Len** recommended some sort of escape clause from a formal election when only one candidate has been brought forth since in the past it has been very difficult even finding one candidate. **Stephanie** recommended amending the bylaws to make everything more clear but not to make things so specific that if we change things slightly in the future we will be going against the bylaws or forced to officially change them again. **Bob** recommended that the EXCOM look over the revisions and have a somewhat final product before sending the revisions to the Chapter membership. The bylaw revisions have to be voted on by the membership at an annual meeting, require a 2/3 majority vote of the Chapter membership, and members should be notified of the revisions 30 days prior to the vote.
 - **Len** questioned whether the Chapter would start using the revised bylaws before being approved by the AFS Parent Society. **Jacob** recommended business as usual until revisions are approved by AFS. **Len** stated that the Chapter should be notified of the attempt to revise the bylaws at the annual business meeting in March and allow them to provide additional comments on the proposed revisions. **John** suggested having a backup plan if the Parent Society declined the bylaw revisions. **Stephanie** mentioned that the last time she updated the bylaws the Parent Society was very specific with what to add to the bylaws for them to be approved. **Len** stated that the backup plan would be business as usual.
 - **Action Item for Stephanie and Jacob: Stephanie** will make recommended revisions to the bylaws. **Jacob** will send them to the EXCOM for comments. Comments are due by the end of February 2013.
- Action Item: Develop minimum attendance requirements for student subunits.
 - **Danielle** and **Cory** tried to contact the ECU, UMES, and Duke subunits in late 2012 but couldn't reach anyone so put together some information on rules regarding subunits at the SDAFS and AFS Parent Society level and developing minimum attendance requirements for student subunits. First draft was sent to the EXCOM on 1/18/2013 and sent again on 1/30/2013. Comments are due by the end of February 2013.
 - **Lauren** had some questions about the student participation document and wondered if the EXCOM was trying to get students to simply follow the participation document or if the EXCOM had any other suggestions in

mind. **Jacob** mentioned that the document talked about some incentives for student subunits. **Danielle** reminded the EXCOM that the Chapter has had trouble in the past getting newsletter submissions from all student subunits as well as current membership lists and it would be nice to have more participation in these areas from the subunits. It would also be good to have more interaction between subunit presidents throughout the year. **Stephanie** mentioned that most of the time, communication is the issue with the student subunits and the officers are always rotating and the new officers aren't informed of their Chapter duties when they start so after awhile the subunits operate more on a standalone basis than part of the Chapter. **Lauren** suggested that each subunit should list what time of the year their new officers become effective and have a subunit meeting when all new presidents come in to make sure everyone is more involved from the start. **Brie** agreed with this and thinks that getting the student subunit presidents together at least once a year would help. The subunit advisors should also help their subunits remember their Chapter duties because they remain constant through rotating student officers. **Stephanie** suggested that having a summary of duties that is more detailed for each subunit may be helpful too. **Lauren** mentioned that the faculty advisor at Duke is not very involved anymore and that the bulk of the responsibility falls on the president but that she may need to get the advisor more involved again. **Len** reminded the EXCOM that being active as the student advisor of the subunit should be part of their duties as an overall advisor for the student and should be keeping students involved in professional organizations that are important to them and their futures.

- Action Items: (1) Create a History of the Tidewater Chapter Page for the Website, (2) Update meeting minutes on Website, (3) Finish scanning historical Chapter documents and give to Chad to put on the website.
 - **Chad** has been very good about updating the website when content is provided to him for the annual meeting, etc. **Jacob** and **Stephanie** need to finish scanning historical documents and get them on the website under a Chapter History page. **Stephanie** mentioned to Chad that she has several EXCOM meeting minutes from previous years and needs to convert them to PDF and send them. **Chad** asked if we are still selling the 25th anniversary T-shirts and **Jacob** confirmed that we are. **Chad** said he will leave the link on the home page.

2013 Annual Meeting Planning Progress

Mike gave an update on the meeting. The meeting will be March 21-23, 2013. The poster social will be held at Chesapeake Biological Lab and food for the poster social is still being set up. Meeting talks will be held at the hotel (Hilton Garden Inn in Solomons, MD). There will be a student-mentor lunch at this meeting. Student and mentor registration deadline will be March 15th. Maryland Sea Grant donated \$3,000 for student activities at the meeting and should be able to pay for food for the student-mentor lunch. The Friday night social will be held at the Solomons Island Yacht Club and will include

roast beef, striped bass, vegetarian lasagna, salad, green beans and potatoes, ice cream, and blackberry cobbler. The Yacht Club requires the use of their bar service so it would be too expensive to have an open bar therefore the social may need to provide drink tickets to keep costs down. There is a local brew pub located right across from the hotel for after social activities. There will be a raffle at the Friday night banquet. Tom O'Connell (Head of Fisheries at MD DNR) will be the keynote speaker for this year's meeting. There will also be a continuing education class taught by Laura Lee on Thursday and she has been working with AFS to get it certified through the Parent Society.

Jacob mentioned that Laura did a run through of the class with several people from DMF and thinks that she can get all the content done during the scheduled class time. Laura is also planning on having several people there to help answer questions while students are working on class assignments.

Adjournment

Jacob reiterated that he prefers to have EXCOM meetings quarterly and thinks these meetings keep people on track throughout the year. The EXCOM agreed that quarterly meetings are a better way of conducting business for the Tidewater Chapter and should be continued in the future.

Bob motioned to adjourn the meeting at **12:20 pm**. Seconded by **Len**.

Minutes submitted by: Stephanie McInerny

Action Item	Person(s) Responsible	Assigned Date	Completion Date
Update Procedural Manual and Officer's Guide. Send to EXCOM for review. <i>Sent for review on 9/13/2012 and 1/30/2013</i>	Stephanie McInerny	4/16/2012	
Add Presidential Funding for SDAFS criteria to Procedural Manual	Stephanie McInerny	9/13/2012	
Develop minimum attendance requirements for student subunits. <i>Sent for review on 1/30/2013</i> Add requirements to Procedural Manual.	Cory Janiak Danielle Zapeta Stephanie McInerny	9/13/2012	
Develop a Tidewater Chapter Subunit of the Year award. Look at criteria used by the Southern Division for guidance.	Jacob Boyd Mike Wilberg	4/16/2012	
Create a History of the Tidewater Chapter Page for the Website	John Cooper Stephanie McInerny Chad Smith	3/10/2011	
Look into putting checking account money into an interest earning account while not in use	Stephanie McInerny	3/10/2011	
Finish scanning historical Chapter documents and give to Chad to put on the website	Stephanie McInerny	3/10/2011	
Develop a checklist/SOP of annual meeting details and helpful hints that can be give to the newest President-Elect while trying to plan the Annual Meeting	Mike Luisi Fred Scharf Len Machut Jacob Boyd	3/10/2011	
Update meeting minutes on website	Stephanie McInerny Chad Smith	Ongoing	
Revise Chapter Bylaws. <i>Sent for review on 1/30/2013</i>	Stephanie McInerny	1/24/2013	