

## **2013 Quarterly Tidewater Chapter EXCOM Meeting Minutes**

### **Call to Order**

The meeting was called to order at 1:05 pm on 7/18/2013 via conference call.

### **Attendance**

Mike Wilberg, Cory Janiak, Stephanie McInerny, Paul Rudershausen, Bob Murphy, Jessica Thompson, Danielle Zaveta (UMD), Ana Griefen (Duke), Chad Smith, and Ron Klauda.

### **Meeting Minutes**

**Bob** motioned to accept the minutes from the meeting on March 21, 2013. **Cory** seconded. Approved by unanimous vote.

### **Treasurer's Report – Stephanie McInerny**

|              |             |
|--------------|-------------|
| Checking:    | \$11,604.75 |
| Mutual Fund: | \$ 1,374.25 |
| Total:       | \$12,979.00 |

**Stephanie** presented the Treasurer's report that was provided for the newsletter. The Tidewater Chapter expects to make around \$1,700 from the 2013 Annual Meeting once the \$3,000 donation from MD Sea Grant comes in which will bring the checking account balance up to \$14,604.75. The Chapter did receive its 2012 dues rebate check from the AFS Parent Society in the amount of \$52.80 which is a percentage of the total Parent Society dues paid by Tidewater Chapter members. We're also expecting our dues refund check from AFS which is the total amount of Tidewater dues paid when an AFS member joins through the Parent Society and elects to be a Tidewater Chapter member. Stephanie received an invoice for \$25 from AFS for the Outgoing President plaque for the past meeting that needs to be paid.

### **Action Items (Table attached)**

Final revisions to the bylaws and student incentives were discussed as this meeting.

- Action Item: Revise Chapter Bylaws.
  - **Stephanie** presented the final revisions to the Chapter Bylaws and asked for any comments on the revisions. Everyone seemed to be in agreement that the revisions looked good as is. There were three main sections that had revisions and **Mike** decided to hold a vote on each section individually. **Mike** had a question about why the student subunit presidents could send a proxy but it wasn't mentioned for the other officers. **Bob** explained that since the subunit president is there representing a larger body of people (the subunit) that they are different than the other EXCOM members and it's important that their opinions are heard.
  - The goal of the EXCOM at this meeting is to come up with a revised version of the bylaws for the membership to approve with a 2/3 vote.

- Section 6 had some language to clarify subunit president information. **Section 6 Revisions – Cory** motioned to accept the revisions. **Bob** seconded. Accepted by unanimous vote.
- Section 4 revises the election process for the Chapter to make them more formal and structured for the future. **Section 4 Revisions – Bob** motioned to accept the revisions. **Cory** seconded. Accepted by unanimous vote.
- Section 2 gives some clarification about student subunit responsibilities within the Chapter and how to dissolve a subunit if needed. **Stephanie** suggested putting language into the Procedural Manual to give more detail about the actual role and responsibilities of the subunits. **Section 2 Revisions – Cory** motioned to accept the revisions. **Bob** seconded. Accepted by unanimous vote.
- The EXCOM suggested a voting period sometime in the first week or two in September and the revisions should be sent to the membership for review sometime in August. **Stephanie** suggested using the vote on bylaw revisions as a dry run for the officer election process via the website. That way if there is a problem with the system it can be fixed before the officer election. Members will vote on each section revision individually. Since this vote needs a 2/3 majority from active members, the unique voting link can be sent to those people who have paid their dues for 2013 as well as anyone who attended the annual meeting.

**Action Item for Mike and Chad: Work on the vote for bylaw revisions via the website.**

- Action Item: Student Incentives.
  - Trying to figure out how to get more student involvement in the Chapter. What can the Chapter do to make it more appealing for students to be active in the Chapter? Some thoughts were travel awards to the Annual or Southern Division meetings. **Danielle** suggested making it more well-known that students who are members of a student subunit are automatically members of the Chapter. Also suggested using the website as a way to inform student about the Chapter. **Mike** suggested maybe having a lower dues amount for students. Try and have a full list of the student membership so we know the distribution of student members within the Tidewater membership area. **Chad** suggested giving free rooms as an award because ECU has issues getting enough rooms due to lack of funding for the Tidewater meeting after attending other AFS meetings prior. **Mike** thought that hotels may be willing to give a couple of rooms for a lower cost. **Paul** suggested increasing the amount and frequency of student awards at the meeting. **Ron** and **Stephanie** mentioned that the student awards were doubled two years ago but they don't know if that change made a difference in number of students presenting. **Ron** reminded the EXCOM that the Eileen award was also doubled and **Stephanie** suggested advertising the awards more in preparation for the annual meetings because the students may not know what they could win. **Cory** suggested having a page on the website devoted to students that would advertise awards and give other information about the Chapter for students.

- **Stephanie** mentioned that the listserv is only useful if the person signs up for it. If someone signs up to be a member, should we ask them if they want to be signed up for the listserv and add them to the listserv email list?
- **Paul** wanted to know if the Chapter has tried to combine meetings with the Southern Division as a way to increase student participation. **Stephanie** thinks that the SD asks the local Chapter if they are interested when they have a meeting in their state but it may be the Chapter that has to take the initiative to get the joint meeting. **Stephanie** and Jacob tried to organize a joint meeting between Tidewater and the NC Chapter which focuses more on freshwater fisheries but would be a way to make a bigger meeting and have more networking possibilities. The NC Chapter's registration fee is very small because they typically only do a one day meeting and so the price of registration may be too high for them. There was also a space issue when trying to find a place to accommodate a joint meeting. When the meeting was in Beaufort, it was very hard to find a place to accommodate the Tidewater Chapter itself let alone a joint meeting.
- **Ron** asked the EXCOM if there was a numerical goal for the increase in student participation. **Mike** mentioned that there isn't a specific goal but the point of trying to increase student participation was driven by the fact that a couple of the current student subunits started waning.
- **Bob** asked if there has been a noticeable decrease in the student participation due to the decrease in official student subunits. UNCW still has a strong showing at the annual meeting even though their student subunit is on hiatus. Students at VIMS don't have a subunit but are still very active at Chapter meetings. For a successful subunit to exist there has to be support from the Chapter but more importantly there has to be a faculty member that keeps them organized and active.
- **Bob** thinks that the addition of some travel awards along with the current student awards and Eileen award should be enough incentive for students. The Chapter should try to make the benefits of being a member of the Chapter as attractive as possible. **Mike** tabled this issue until the next meeting and suggests EXCOM members think more about this for discussion later. **Stephanie** reminded the EXCOM that being part of a professional organization is an incentive in itself and should be advertised more on the website.

**Action Item for Chad: Develop a student page for the website.**

### **Officer Nominations**

**Mike** asked the EXCOM if there had been any progress on a nomination for President-Elect for next year. **Stephanie** informed the EXCOM that there hasn't been any progress yet. Jacob suggested Sara Mirabilio but **Stephanie** thought that she wouldn't have the time since she recently stepped down as Newsletter editor due to time constraints. **Mike** suggested Amy Schueller from NMFS Beaufort may be interested.

## **2014 Annual Meeting Update – Jessica Thompson**

The meeting planning is going well and **Jessica** thanked everyone for their feedback on moving the meeting to a Friday-Sunday time period. Only 20 people have responded so far to the survey sent out but a reminder email will be sent out soon. Everyone that has responded had positive feedback and would be willing to have the 2014 meeting on Friday-Sunday. That time will be very advantageous for a meeting at CNU and getting CNU undergraduate involvement during the meeting. **Jessica** contacted VA Sea Grant for a potential donation. **Stephanie** informed Jessica that if she needs any money or a check for deposits to let her know. Potential dates for the 2014 meeting are March 14-16.

### **Other Business**

**Ron** wanted to get final approval for ordering gavel plaques for 7 of the past presidents that previously received a cheaper plaque during a time when the Chapter was below its operating budget. **Ron** found 3 potential gavel plaques ranging in price from \$81 - \$87 per plaque so the total cost including the outgoing president plaque would be under \$700. **Stephanie** reminded the EXCOM that the money for the current outgoing president plaque will come out of Jessica's 2014 budget. The plaques are all 9"x12" and are solid walnut. **Ron** stated that he can send an email with the plaque choices so everyone can see them if interested.

**Cory** motioned to order the gavel plaques. **Stephanie** seconded. Approved by unanimous vote.

### **Action Item for Ron: Order gavel plaques.**

Should the EXCOM invite the current AFS president or the Southern Division president to the Tidewater Annual meetings? Mike mentioned that he invited John Boreman (current AFS Parent Society president) and he wanted to come but couldn't make it. **Stephanie** mentioned that John Boreman came to the meeting in UNCW and talked a little during the Business meeting and it was really great to have him. It would be great to have someone in a similar position attend the meeting and speak to the Chapter membership during the business meeting. Should the Chapter pay for the invited individual's room? It all depends on the situation and the person who organizes the meeting.

### **Adjournment**

Meeting adjourned at **2:13 pm**.

Minutes submitted by: Stephanie McInerney

| <b>Action Item</b>   | <b>Person(s) Responsible</b>                          | <b>Assigned Date</b> | <b>Completion Date</b> |
|--|---|----------------------|------------------------|
| 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><br>Add requirements to Procedural Manual.                | Cory Janiak<br>Danielle Zapeta<br>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<br>Mike Wilberg                            | 4/16/2012            |                        |
| Create a History of the Tidewater Chapter Page for the Website   | John Cooper<br>Stephanie McInerny<br>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<br>Fred Scharf<br>Len Machut<br>Jacob Boyd | 3/10/2011            |                        |
| Update meeting minutes on website  | Stephanie McInerny<br>Chad Smith                      | Ongoing              |                        |
| Revise Chapter Bylaws. <i>Sent for review on 1/30/2013</i>   | Stephanie McInerny                                    | 1/24/2013            | 7/18/2013              |
| Order gavel plaques for Past Presidents  | Ron Klauda<br>Stephanie McInerny                      | 3/21/2013            | 8/02/2013              |
| Develop student incentives   | Mike Wilberg  | 3/21/2013            |                        |
| Find the box of slides and pictures that may be at VIMS  | Mike Wilberg  | 3/21/2013            |                        |
| Work on the vote for bylaw revisions via the website   | Mike Wilberg<br>Chad Smith                            | 7/18/2013            |                        |
| Develop a student page for the website   | Chad Smith<br>?                                       | 7/18/2013            |                        |