

# American Fisheries Society

## Management Committee Meeting Call

June 20, 2016

### Meeting Minutes

#### Participants

MC Members: Ron Essig, Joe Margraf, Steve McMullin, Donna Parrish, Marybeth Brey, , Mark Porath , Cleve Steward, Kristen Ferry, Melissa Wuellner, and Doug Austen (non-voting)

Constitutional Consultant: John Boreman

Guests: Justin Davis

AFS Staff: Dan Cassidy and Taylor Pool

#### Meeting Minutes

1. **Meeting called to order at 1:05 p.m. by Essig and quorum established** (by Boreman)
2. **Approve Agenda** - no changes requested
3. **Approval of Management Committee minutes** from May 16, 2016. Motion by Porath; 2<sup>nd</sup> by Parrish. Approved by unanimous consent.
4. **Constitutional Consultants Report (Boreman)**
  - A. Proposed motion: Approve the following nominees to be awarded AFS Fellow status for 2016:
    - Jeff Boxrucker
    - David O. Conover
    - Reginal M. Harrell
    - Robert Hughes
    - Robert T. Lackey
    - Donald J. Orth
    - Donna L. Parrish
    - Harold L. (Hal) Schramm, Jr.

Background: This motion is an outcome of the charge of this committee. The nominees were submitted as per the AFS Fellows program description, were reviewed by the AFS Fellows Committee, screened for membership status by the AFS staff, and are presented to the Management Committee for approval.

Motion by Boreman; 2<sup>nd</sup> by Margraf. Passed by unanimous consent (abstention by Parrish)

- B. Proposed motion: Approve the following addition, indicated by bold/underline text, to the American Fisheries Society Fellows Program document that was approved by the Management Committee on 16 June 2015:
- Any current regular member of AFS who has been a regular member of AFS for at least five (5) consecutive years is eligible to be nominated to be an AFS Fellow. For these purposes, a regular member is defined as a non-student, dues-paying member or Life Member. **A nominee is expected to have been involved in the activities of AFS beyond simple membership.**

Background: The committee feels that one aspect of being an American Fisheries Society Fellow should include at least some minimal participation in the activities of AFS. Currently the guidelines and eligibility criteria make no mention of AFS activity. To assure that all future AFS Fellows have some minimal level of AFS activity, we recommend the adoption of the modified section as described above.

Motion by Boremen, 2<sup>nd</sup> by Ferry.

Discussion: Issues were raised with the lack of specificity in the motion language that pertains to level of AFS activity. It was the sense of the group that the language was insufficiently clear and left too much ambiguity with regard to the level of activity that would be considered sufficient.

Motion made to refer the language back to the Fellow's Committee for clarification.

Motion by McMullin, 2<sup>nd</sup> by Steward. Passed by unanimous consent.

#### 5. **Report on AFS Congressional science briefings (Pool)**

AFS policy staff recently convened two congressional briefings. The first, on June 10, "Advances in Geospatial Tools to Enhance Smart Conservation of Aquatic Ecosystems" was a product of the cooperative agreement between the U.S. Forest Service and AFS. The second was held on June 13, "Climate Change and Inland Fish" was co-hosted with the U.S. Geological Survey. For more information on these briefings, please go to: <http://fisheries.org/policy-briefings/>

Future briefings will be focused on marine issues resulting from a cooperative agreement with the National Marine Fisheries Service as well as a possible briefing focused on the National Fish Habitat Partnership. Discussion by the Management Committee addressed the need to engage, where appropriate, the External Affairs Committee with the briefings. It was noted that the AFS Potomac Chapter has been involved in some past Congressional briefings and was recently involved in National Oceans Week events in Washington, D.C.

#### 6. **President's Report –**

- A. Essig and a number of other AFS members attended at the World Fisheries Conference in Busan, South Korea, on May 23-27.
- B. Essig will attend the meeting of the Fisheries Society of the British Isles (FSBI) in July

#### 7. **Executive Director's Report**

- A. Unit Support Services discussion (Cassidy; see Attachment A): Cassidy reviewed an estimate of the AFS staff costs associated with AFS unit support. While each of the categories is not

specifically tracked with explicit time codes, the estimate is deemed accurate and sufficient for management purposes. While more detailed time codes and cost-accounting could be implemented, the administrative costs of such detailed tracking exceed the benefits.

Additional points raised include:

- (1) We don't have a good understanding of unit needs. The AFS units vary substantially in their capacity and temporally. Volunteer members with various skills and abilities come and go and a good webmaster, for example, may be available for a couple of years but then move on to other activities thus leaving a void for the unit.
- (2) As a result, AFS needs to regularly assess unit services needs and adjust support accordingly.
- (3) There is some concern that units with lower percentage of AFS members could utilize an inordinate amount of AFS staff support time.

**B. Next Steps:**

- (1) During the midyear GB meeting, Jesse Trushenski expressed a willingness to work with staff to update the Unit Survival Guide. That effort had not been initiated at the time of the June MC meeting, but was initiated in July 2016.
- (2) Chapter leaders meeting in Kansas City – this will be a good opportunity to assess needs by Chapters and build better understanding of what they can cover in the way of costs and what is needed from AFS staff.
- (3) AFS staff will develop a survey of units to better understand needs.
- (4) AFS staff should develop guidance documents for units on services provided, possibly as part of the unit survival guide.

**C.** Austen noted that he recently attended that National Wildlife Federal annual affiliates meeting, their main annual event of leadership for NWF business, policy, board elections and other core activities. NWF is very interested in strengthening its partnership with AFS (and TWS) to build the science foundation of its activities. A core working group of Austen, TWS Executive Director Ken Williams, and six NWF staff has been established to develop options and potential activities where such collaboration is most likely to be of value to all parties.

**D. Accounting:** Austen briefed the Management Committee on changes in accounting services provided to AFS. Our current contractor, DeLeon and Stang, has been providing sub-par services for at least the past year. This has included consistently late submission of monthly reports, lack of timely response to requests for information, and problematic filings of reports. Cassidy has already evaluated alternatives for accounting services and has pursued hiring of a part-time accountant to provide support to AFS. Costs are expected to be less through this arrangement than through the outsourcing with the benefit being improved services and more internal control.

**8. Next Management Committee call – July 18 @ 1:00 p.m. EDT.**

**9. Meeting adjourned at 2:16 pm**

# Attachment A.

June 20, 2016

To: AFS Management Committee  
From: Daniel Cassidy  
Re: April 2016 Financial Reports and Analysis of Costs to Support AFS Units

Attached you will find the April 2016 Financial Reports. Also, below is an analysis of staff and direct costs to support AFS Units in specific program areas for awards, general Unit services, administrative programs, membership / meetings and communications support. This analysis does not include overhead allocations. Also noted are the quoted (as of April 2016) web support services to fill the needs after Sarah Fox left AFS.

## American Fisheries Society Staff Costs Allocated to Unit Services

Program Areas	Staff Time	Fringe Benefits	Totals
Awards	\$20,200	\$5,100	\$25,300
Unit support	\$20,200	\$5,100	\$25,300
Insurance & Investments program	\$7,600	\$1,900	\$9,500
Meetings support & contracts	\$7,100	\$1,800	\$8,900
Rebates, Dues Processing, Tele-Support	\$30,400	\$7,600	\$38,000
Web, Social media, Communications - 2016	\$15,400	\$3,900	\$19,300
Sub-Total	\$100,900	\$25,400	\$126,300
Web Support - 2015 (portion of Sarah Fox)	\$36,200	\$9,100	\$45,300
<b>Total Staff Time</b>	<b>\$137,100</b>	<b>\$34,500</b>	<b>\$171,600</b>

## Comments and Notes

1. Costs are based on estimates of staff time allocated to Unit Services
2. Excludes direct costs
3. Direct costs in 2015 include hosting, web development
4. Direct costs in 2016 include hosting, web technical support
5. Excludes overhead costs
6. Proposed Unit Web Support (based on April quote)
  - Assess Sub-domains (1x fee) \$1,400
  - \$125 -
  - Migrate sites to Multi-site (1x cost) \$250/site
  - Monthly Unit support (\$45/site with 2 support hours; 80 sites) \$3,600