



American Fisheries Society

October Management Committee Meeting

Monday, October 15, 2018

Management Committee Participants: Jesse Trushenski, Brian Murphy, Leanne Roulson, Jackie Watson, Joe Larscheid, Jud Kratzer, Abby Lynch, John Boreman (Constitutional Consultant, non-voting), Randy Schultz (Incoming Constitutional Consultant, non-voting)

Emerging Leaders: Abby Lynch, Nathan Lederman

AFS Staff: Dan Cassidy, Kurt West, Drue Winters

Meeting Notes:

1. **Welcome/Determination of Quorum** – Quorum established by Boreman. Meeting called to order by Trushenski at 3:04 p.m.
2. **Agenda accepted** without any changes.
3. **Review and approval of minutes** from the September 17, 2018 meeting.
4. **Constitutional Consultant Report (Boreman)**

- a. **Motion:** Approve the proposed amendments to the bylaws of the Quebec Student Subunit (Attachment A)

Background: The proposed amendments (attached) were approved by subunit membership at their most recent business meeting following review by the Constitutional Consultant. The proposed amendments include changing the name of a standing committee and minor changes to the text to improve clarity and intent.

Moved by Boreman; 2nd by Roulson. Approved with unanimous consent

- b. **Motion:** Approve the proposed name change and new definition for the Developing Country membership category (Attachment B)

Background: This motion is proposed jointly by the Membership Committee and International Fisheries Section. The recommended changes are as follows:

- i. The “Developing Countries” membership category should be renamed “Low- and Middle-Income Countries (LMIC)” membership to use a more welcoming / inclusive terminology.
- ii. Qualification for this membership rate should be defined based on the World Bank Country Classification where individuals from all countries *except* “high-income” (World Bank) qualify for the reduced membership rate (\$10).

- iii. An LMIC membership automatically enrolls individuals in IFS (with no required section dues).
- iv. An LMIC membership qualifies individuals for annual meeting registration fees reduced to the student member rate (rather than young professional).
- v. The process for gift memberships be approved to allow for more streamlined opportunities to donate LMIC memberships.
- vi. Additional justification and background are provided in the attached document: "AFS IFS proposal_LMIC_member rates.docx"

Moved by Boreman; 2nd by Watson.

1. Discussion: Gift memberships are a separate issue. The impact on registration revenue is expected to be minimal with an expectation of increasing participation in these countries.
 2. Motion approve with unanimous consent.
- c. **Motion:** Approve the bylaws for the Egypt Chapter (Attachment C), pending approval of changes to the bylaws of the International Fisheries Section to incorporate the chapter as a subunit of the section.
- Background:** The proposed bylaws for the new chapter are attached. The Management Committee originally approved these bylaws for the proposed Egypt Chapter earlier this year, which had the chapter becoming a part of the Northeastern Division. At the Governing Board meeting in August, a motion was approved by the board to incorporate the chapter as a subunit of the International Fisheries Section instead ("... endorse the efforts to create an Egypt unit and to refer the establishment of international units to IFS as an IFS subunit ..."), which the board considered a better "home" for the unit. Nothing in the AFS Constitution or Bylaws prevents this action nor prevents still calling it a chapter even though it is not associated with a particular AFS division. Approval of this motion (and the pending motion it references) will close the loop and solidify the positioning of the chapter within the section.

Moved by Boreman; 2nd by Murphy. Minor typo correction (the "a" is changed to a "the" immediately preceding "chapter"). Motion passes with unanimous consent

- d. **Information on future proposed action:** FHS Stan Moberly Award (Attachment D)
- i. Companion award for early career professionals. It is a Society level award and refers to Governing Board creation for such an award.
 - ii. A motion is not required. Instead, today's purpose is to brief committee members on status and additional information around selection process being prepared by Tom Bigford, Fish Habitat Section.
 - iii. To be reviewed on a future MC call agenda.

5. President/Officers activities report

- a. President Trushenski – Attended the Australian Society meeting, 250 registrants out ~500 organization members. While the species are different the scientific and ecological challenges are similar
- b. 1st Vice President Murphy- Much anticipation for the student (trout out of the classroom) partnership with TU, IWL, etc signing event in Northern VA on November 17.
- c. 2nd Vice President Roulson- no report

6. Executive Director and AFS staff report (Cassidy and others)

- a. Policy update – Drue Winters – Completed Congressional visits on the Magnuson Stevens Act policy document. Recovering America’s Wildlife Act has reached 106 sponsors in the House. The working team is advancing efforts to prepare a statement on the use of headwater streams by fish as part of submitting comments on the expected US EPA rule on Waters of the U.S.
- b. Financial review – Dan Cassidy reviewed AFS financial and operating results through August 2018 (Attachments E, G, and G)
 - i. The reports show overall solid performance in the months leading up to th annual meeting.
- c. Other staff updates
 - i. JASM meeting – Likely location Minneapolis, MN. May 21-27, 2022. CASS leadership is evaluating the meeting proposal.
- d. Other items
 - i. Staff held an initial meeting with its database software reseller ISG on iMIS software upgrades and the Board reporting system enhancements.
 - ii. The proposed Strategic plan has been received from the planning committee and is on the Officer retreat agenda for review in November

7. Additional Topics

- a. None

8. Adjourn

- a. Meeting was adjourned at 4:07 p.m.

Attachment A

Bylaws of the Québec Student Subunit of the Atlantic International Chapter of the American Fisheries Society

Article I. Name and Objectives

1. The name of this organization shall be the Québec Student Subunit of the Atlantic International 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:

Promote collaboration between students and Chapter, Division, and Society members. Encourage the education and ~~training~~ professional development of students in regional fisheries, conservation and aquatic sciences. Engage the community through student led activities and outreach.

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 university students, postdoctoral researchers, faculty, and alumni from universities, colleges, and other institutions of higher learning throughout the Province of Québec who are active members of the Chapter. This includes, but is not limited to: McGill University, Concordia University, Université de Montréal, L'Université du Québec à Montréal, Université du Québec à Trois-Rivières, Université du Québec à Chicoutimi, and Université Laval.
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, President Elect, Secretary and Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by members in good standing of the Society. Officers shall be elected by a majority of ballots casts 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 Society's annual meeting.

5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for re-election of the same position 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 until elections can be held by subunit membership.
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 Atlantic International 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 President Elect 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 their absence or inability to act.
3. The Secretary shall:
 - a. Keep the official records of the Subunit;
 - b. Create the agenda and record minutes for all meetings.
 - c. Submit minutes of the annual Subunit meeting to the President of the Atlantic International Chapter within 30 days after the annual Subunit meeting;
 - d. Serve on the Executive Committee; and
 - e. Conduct the election.
4. The Treasurer shall:
 - a. 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 of 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; and
- d. Serve on the Executive Committee.

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 a majority of the active Subunit membership (i.e., in good standing of the Society and regularly attend meetings).
3. Business and voting may be conducted via mail or electronic media (e.g., Doodle poll) 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:

Mentoring committee – match graduate and undergraduate students based on interest for the mentoring program and monitor for misconduct. The goal of the program is to mentor undergraduate students and train them in fisheries and aquatic science techniques, while providing graduate students with leadership and mentoring opportunities. Graduate students may use their research as a way to teach lab or field techniques, but the intent of the program is education, and should not be viewed as a way to get free technicians.

~~Web design~~ [Science Communication](#) committee – create, monitor, and update the student subunit website and [Facebook social media platform page](#). Announce meetings, events, and special activities. Post photographs and short descriptions of past events.

Article VIII. Dues and Fees

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the September 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 prior to Subunit vote. The Constitutional Consultant presents the adopted amendment to the Society's Management Committee for approval.

Amendments take effect when the Subunit receives written notice of their approval by the Society's Management Committee from the Society's Executive Director.

Attachment B

Revision to Developing Countries AFS membership rate *Proposal from the International Fisheries Section* *Supported by the Membership Committee*

Summary

The American Fisheries Society (AFS) can receive **high returns on investment in retention and recruitment of active, vested, international members**. Yet, recruitment and retention of international professionals remains a challenge for AFS. The International Fisheries Section (IFS) proposes a revision to the current developing countries membership classification to foster the international network and community within AFS to better recruit and retain international members.

Justification

Diversity can strengthen any organization with an influx of new and innovative perspectives, adding depth and contributing to the collective capacity. AFS stands to benefit from broader engagement with the international fisheries community. However, fisheries professionals from developing countries face a number of challenges to pursuing professional society membership including, often insurmountable, financial hurdles to engagement. **With modest adjustments to the current developing countries membership classification, AFS can reap demonstrable rewards in terms of fostering a more diverse, inclusive, engaged membership.**

Recommended changes

IFS recommends:

- The “Developing Countries” membership category should be renamed “Low and Middle Income Countries (LMIC)” membership to use a more welcoming / inclusive terminology.
- Qualification for this membership rate should be defined based on the [World Bank Country Classification](#) where individuals from all countries *except* “high-income” (World Bank) qualify for the reduced membership rate (\$10).
- An LMIC membership automatically enrolls individuals in IFS (with no required section dues).
- An LMIC membership qualifies individuals for annual meeting registration fees reduced to the student member rate (rather than young professional).
- The process for gift memberships be improved to allow for more streamlined opportunities to donate LMIC memberships.

Anticipated needs from AFS:

- Update the membership category on any AFS membership material.
- Process the automatic enrollment of LMIC members in IFS.
- Update annual meeting materials to reflect a further reduction in LMIC registration rates.
- Establish an online portal option for gift membership donations.

IFS commitments

- Promotion of AFS LMIC membership category through our international network.

- Engagement of LMIC members through organized IFS activities at the annual meeting and throughout the year.
- Promotion of the opportunity to donate gift memberships, particularly to potential members in the LMIC category.
- Establishment of a transparent process for disbursing gift membership to LMIC members.

Attachment C



AAST EGYPT Chapter – American Fisheries Society Bylaws

SECTION I

Name and Objectives

1. The name of this organization shall be the **AAST EGYPT** Chapter of the American Fisheries Society, and hereinafter referred to as the Chapter. The Chapter is part of the International Fisheries Section, hereinafter referred to as the Section.
2. The objectives of the Chapter shall be those of the American Fisheries Society, hereinafter called the Society, as set forth in Article I of the Constitution, and to encourage the exchange of information by members of the Society residing in, working in, or having a professional interest in Egypt, Africa and Arab Countries.

SECTION II

Membership

1. Individuals in good standing (have paid annual membership dues for the current fiscal year to the Chapter) are eligible for membership in this Chapter.
2. Only members of AFS may vote, hold office, or chair a committee.
3. Students from the College of Fisheries and Aquaculture Technology at Arab Academy for Science Technology and Maritime Transport (AAST) may become Chapter members and are exempt from annual membership dues.

SECTION III

Officers

1. The officers of the Chapter shall consist of a Chapter Advisor, assigned from the Arab Academy for Science Technology and Maritime Transport (AAST), and elected officers of the Chapter, which consist of a President, Vice President, Secretary, and Treasurer.
2. Upon completion of an election as described in Section VI, the chapter advisor and the newly-elected Chapter Secretary, Treasurer, President-Elect shall be announced to the membership. The current President shall advance to the next higher office at the Chapter business meeting and the newly-elected officers will be installed at this time. At the installation, the current President-Elect and President automatically become President and immediate Past-President, respectively.
3. The term of all officers shall be the date of their election through the election at the next Chapter business meeting or until a successor is elected by the Chapter membership or named by the Executive Committee, as described in Section III (4). The Chapter President and Chapter President-Elect shall serve for a term of one year in each office (subject to provisions in Section VI), and shall be ineligible for re-election for a period of one year after the expiration of their term as Past-President. Other officers, save the Past-President and student representative, may hold office for a period longer than the year.
4. In case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term. A vacated immediate past-presidency shall not be filled until the next scheduled transition of officers.

SECTION IV

Duties of Chapter Advisor and elected Officers

1. Chapter Advisor shall:
 - A. Guide and support members by sharing their experience and expertise with them;
 - B. Give members the chance to get a better understanding of AFS;
 - C. Help members to make the most out of their membership;
 - D. Help members organize their own events;
 - E. Bring important deadlines and opportunities to the attention of members;
 - F. Remind members of renewing their membership before the termination deadline; and
 - G. Remind and supervise running of Chapter elections.

2. The President shall:
 - A. Preside at all Chapter meetings;
 - B. Chair all Chapter and Executive Committee meetings;
 - C. Chair the Program Committee;
 - D. Represent the Chapter on the Section Executive Committee and, when feasible, attend the Section's annual business meeting at Chapter expense if unable to procure funding by other means;
 - E. Represent the Chapter at Society meetings;
 - F. Appoint standing committee chairs within 60 days after assuming office, or as soon as possible thereafter;
 - G. Make appointments as authorized by the Bylaws;
 - H. Establish and appoint special committees as required;
 - I. Coordinate the activities of all Chapter committees and serve as liaison between such committees and the Executive Committee;
 - J. Exercise other responsibilities arising from actions of the Executive Committee, Chapter, the Section, and the Society;
 - K. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting;
 - L. Ensure that all activities of the Chapter are in accordance with Chapter Bylaws, Rules, and Procedures, and Society Constitution, Rules, and Procedures; and
 - M. Perform other duties as may be requested by the Chapter Advisor.

3. The Vice-President shall:
 - A. Assume the duties of President when that officer is temporarily or permanently unable to act;
 - B. Advance to the office of President at the Chapter's annual business meeting;
 - C. Develop a work plan for Presidency consistent with the Chapter Strategic plan; and
 - D. Perform other duties as may be requested by the President.

4. The Treasurer shall:
 - A. Collect and be custodian of fees collected under Section VII of these Bylaws and any other funds that may be allotted to the Chapter;
 - B. Pay all Chapter accounts owed and disburse funds as directed by the Membership or the Executive Committee;
 - C. Submit a record of receipts and disbursements to the Audit Committee or Executive Committee before the annual Chapter meeting;
 - D. Perform such duties as may be requested by the Governing Board of the Society, the President of the Section, and/or the President of the Chapter;
 - E. Submit a report to the Society Executive Director of the Society within 30 days of the end of the Chapter fiscal year (or when requested by the Executive Director); and
 - F. Perform other duties as may be requested by the President;

5. The Secretary shall:

- A. Prepare and maintain minutes of all Executive Committee meetings/calls and Chapter annual business meeting;
- B. Maintain the official records and archives of the Chapter; and
- C. Perform other duties as may be requested by the President.

SECTION V

Executive Committee

1. The Chapter Executive Committee comprises the chapter advisor and the elected officers of the Chapter, including the President, the Vice-President, Secretary, and Treasurer, and the chairpersons of each standing committee. Voting members are the chapter advisor, the President, the Vice-President, Secretary, Treasurer, and chairpersons of each standing committee.
2. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.
3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of Chapter Advisor and three voting members. Executive Committee members can appoint a proxy.
4. Each of the five voting members of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the chapter advisor vote may cast the deciding vote.
5. Executive Committee meetings are called by the President and are held at least two times per year (typically on or about November 1 and at the spring annual meeting).

SECTION VI

Meetings, Quorum, and Voting

1. At least 30 days prior to the Society's annual meeting, the President shall send to all Chapter members a ballot bearing nominations for President, Vice-President, Secretary and Treasurer. There must be at least two nominees for President. Members will be allowed at least 21 days from the date sent to return ballots to the Chair of the Ballot Tally Committee.
2. The nominee receiving the largest number of votes for each office is elected. If a tie occurs, the Chapter Advisor, President, and Vice-President will make the selection by a majority vote.

3. The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. This meeting is open to the entire Chapter membership.
4. A quorum is required for the transaction of official business at the annual meeting. A quorum shall be at least 15 members in good standing. When a quorum is present, decisions at meetings are by simple majority of members in good standing, 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.
5. Business and voting procedures for the Chapter shall be determined by the Executive Committee and executed by the Secretary. Business and voting may be conducted via mail or electronic mail instead of at Chapter meetings. An electronic vote must be approved by the Executive Committee as appropriate for the issue being considered. All aspects of the vote (quorum, notification, length of time the vote is left open) must follow the approved procedures for the type of issue being considered.
6. Unless otherwise specified in these Bylaws or the Society Constitution, meetings are conducted according to the latest edition of Robert's Rules of Order.
7. The program and presentation of papers shall be the responsibility of the Program Committee.

SECTION VII

Finances

1. The Chapter's fiscal year shall start Oct 1 and end 31 September of the following year.
2. A current accounting of all funds shall be kept by the Chapter Treasurer.
3. The Executive Committee may assess fees necessary to cover the costs of the meeting and Chapter activities.

SECTION VIII

Chapter Committees

1. Standing Committees help the President and the Executive Committee conduct the Chapter's affairs, and the chairs should report their committees' activities, findings, and recommendations, when appropriate, at annual Chapter meetings and interim meetings of the Executive Committee.
2. The term of duty for members of a standing committee shall extend from their appointment to the end of the meeting year, unless otherwise stipulated.

3. When possible, Chapter committees shall work in close coordination with comparable committees of both the Section and the Society.
4. Special committees may be created by the Chapter Executive Committee for a specific purpose and are to be dissolved when no longer needed.
5. The Chapter has established the following standing committees:
 - A. **BEST STUDENT ACHIEVMENT**
This committee nominates a Chapter member who makes an outstanding presentation (oral and/or poster) at the annual Chapter meeting. Personnel: Chair plus indefinite number of others.
 - B. **PROGRAM**
This committee assembles and administers the program for the Chapter's annual meeting. Personnel: 1. President (Chair); 2. Indefinite number of others.
 - C. **WEBSITE**
This committee operates as webmaster for the Chapter and does related duties (maintains and updates website, social media, etc.). Personnel: Chair plus indefinite number of others.

SECTION IX

Bylaws, Rules and Procedures

1. The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended, unless otherwise specified in the Bylaws, and cannot be changed without prior notice to members.
 - A. The Bylaws of the Chapter may be amended by a 2/3 majority vote of approval by those members voting at a meeting or via an electronic vote, provided that prior notice of at least 30 days be given to the membership of the proposed change(s).
 - B. In accordance with the Society Constitution, an adopted 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. Said change(s) do not take effect until the Society's Executive Director has sent the Chapter written notice of approval by the Society's Management Committee.

2. Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows:
 - A. The Rules may be suspended during an Executive Committee meeting until the next annual or special Chapter meeting by a 2/3 majority of the Executive Committee.
 - B. The Rules may be suspended for the duration of a meeting by a 2/3 majority of members voting at an annual meeting, special Chapter meeting, or via an electronic vote.
 - C. The Rules may be amended by a simple majority of Active members in good standing voting at an annual meeting, special Chapter meeting, or via an electronic vote.
3. Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Attachment D

PROPOSED AFS AWARD FOR OUTSTANDING CONTRIBUTIONS IN FISH HABITAT CONSERVATION

Requested action – The AFS Fish Habitat Section (FHS) seeks a recommendation from the AFS Management Committee to the AFS Governing Board to establish the “Stan Moberly Award for Outstanding Contributions in Fish Habitat Conservation.” The international award would cover freshwater, coastal, and marine habitats.

Responsible AFS unit – The FHS would administer the proposed award, including soliciting nominations, organizing a refereed review process, and selecting a winner to be announced at the AFS annual meeting.

Background – FHS officers (President Tom Lang, President-elect Kimberly Dibble, Past-President Tom Bigford) have worked with National Fish Habitat Partnership (NFHP) staff and NOAA Fisheries staff to review the suite of existing awards coordinated by various groups for outstanding achievement related to fish habitat conservation. As the attached table summarizes, the existing efforts by professional societies, agencies, and other groups can be bolstered by the new award to honor those who dedicate their careers to fish habitat science, management, policy, education, communication, or other discipline.

Steps toward the first honor – The FHS and its partners would like to announce these awards in Atlantic City, preferably at the Governing Board meeting on August 18. Doug Austen has offered to include the proposed Moberly Award in his Executive Director’s remarks. The Moberly nomination process will be announced with the existing AFS awards in late 2018, the review panel will be created in early 2019, and the first honor will be presented in Reno in September 2019.

Other important information – FHS will adopt the well-established nomination process developed by NOAA Fisheries for its existing Nancy Foster Habitat Conservation Award. That will minimize the effort of nominators to re-submit non-winning nominations for re-consideration to either NOAA or AFS. The new, international award would be accompanied by a second award administered by the FHS that will be presented at an FHS event such as its annual business meeting. The Section award will honor outstanding contributions to the fish habitat field by a graduate student or a young professional (limited to the span of graduate school through the first 10 years of professional contributions). Together, the two awards fill noteworthy gaps in the habitat disciplines, and were strongly supported by everyone involved in this effort including the NFHP Board of Directors. FHS may prepare a short article for *Fisheries* magazine or Doug’s biweekly e-newsletter to inform members and others of our intent to develop the awards and details on how to submit nominations during the 2019 award cycle.

Prepared by FHS July 31, 2018

Attachment E



American Fisheries Society
Organized in 1870 to Promote the Conservation, Development and Wise Utilization of Fisheries

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Jesse Trushenski, PhD
President 2018-2019

Douglas J. Austen, PhD
Executive Director

August 2018 Financial Report October 10, 2018

Financial Position. Assets stand at \$5,986,000 or \$254,000 (3%) ahead of this time last year and \$69,000 higher than July 2018. The increase is attributable to a growing investment portfolio and recent billings for Hutton and annual meeting program support. Assets are usually near the highest in August of the year from the run up of annual meeting income (and before related expenses are due). On the liabilities side, accounts payable reflect higher benefits accruals in the prior year (subsequently paid) while the large deferred income balance relates to the Wiley journal contract advance (received late last year and being amortized over the life of the seven-year agreement).

Program Activities. Through August, revenue totals \$2,796,000 or \$93,000 ahead of last year. Key variances include:

- The administration line reflects investment income and gains. While the portfolio is performing well, appreciation and realized gains are \$64,000 lower than last year.
- Hutton program billings were recorded earlier this year.
- Annual meeting income is about 6% higher in 2018.
- Membership income is higher this year on account of the dues increase but overall membership is slightly lower in 2018 than last year (7,314 vs. 7,435)
- With several new titles this year, books income is up.
- The Wiley-AFS journals program reports lower income year over year, but actually reflects a new prorated royalty payment schedule in contrast to the lump-sum terms under the prior publishing agreement.

Expenses are tracking higher this year and total \$2,585,000 compared to \$2,329,000 last year, about \$256,000 higher. These results reflect:

- The administration line reflects expense of normally prepaid items such as for business insurance
- All staff positions filled
- Higher licensing and associated costs for the iMIS database system
- Other timing differences around Hutton, Cornell, annual meeting, journals etc. reflecting distinct

** The September financial reporting package will contain additional financial results including the annual meeting allowing for a tally of net meeting profit. The quarterly investment report will also be available at that time.

Attachment F

AMERICAN FISHERIES Summary of All Units For the Eight Months Ending 8/31/2018

	Year to Date - Actual			Budget		2017 Annual
	2018	2017	Var \$	2018 BUDGET	vs YTD Actual	Actual
Revenue						
Administration	\$254,641	\$314,746	(\$60,106)	\$297,000	(\$42,359)	\$560,301
Web	28,569	1,890	26,679	7,000	21,569	4,920
Continuing Education	13,170	19,972	(6,802)	12,000	1,170	19,675
Rotenone				16,000	(16,000)	3,858
Certification	3,171	4,100	(929)	10,000	(6,829)	5,750
Other Education				12,000	(12,000)	
Hutton	163,000	1,000	162,000	150,000	13,000	134,850
Cornell	82,311	107,598	(25,287)	132,000	(49,689)	237,477
Other Grants & Contracts				125,000	(125,000)	
Annual Meeting	795,965	749,438	46,527	1,009,000	(213,035)	931,802
Membership	532,041	464,930	67,111	567,000	(34,959)	464,930
Awards	3,597	4,825	(1,228)	4,000	(403)	5,590
Mem Other	11,701	5,805	5,896	13,000	(1,299)	8,865
Jobs	22,950	12,652	10,298	30,000	(7,050)	26,677
Advocacy		23,500	(23,500)	25,000	(25,000)	26,700
Books	97,149	63,750	33,399	131,000	(33,851)	30,843
Journals	786,907	927,847	(140,940)	1,240,000	(453,093)	1,048,166
Fisheries	335	45	290		335	45
Other Publications	79		79		79	
Total Revenue	2,795,586	2,702,098	93,487	3,780,000	(984,414)	3,510,247
			0.03459793			
Expenses						
Administration	280,131	211,339	(68,791)	320,000	39,869	569,365
Staff Costs	1,408,025	1,344,198	(63,827)	2,139,000	730,975	2,029,516
Technology	52,863	26,670	(26,193)	39,000	(13,863)	36,403
Communication	3,072	1,585	(1,487)	11,000	7,928	1,585
Web	12,231	23,465	11,235	19,000	6,769	40,131
Development	1,377	3,153	1,776	12,000	10,623	3,234
Continuing Education	1,937	200	(1,737)	10,000	8,063	20,132
Rotenone				16,000	16,000	
Certification	78	365	287	1,000	922	404
Other Education				1,000	1,000	2,040
Board	40,531	34,015	(6,516)	54,000	13,469	46,008
Committees				2,000	2,000	
Hutton	104,329	95,393	(8,936)	123,000	18,671	96,291
Cornell	42,025	20,576	(21,449)	61,000	18,975	88,792
Other Grants & Contracts	2,865		(2,865)		(2,865)	
Annual Meeting	363,328	378,749	15,421	818,000	454,672	758,089
Other Meetings		488	488	1,000	1,000	488
Membership	167,980	81,010	(86,970)	114,000	(53,980)	134,627
Awards	14,294	15,848	1,554	15,000	706	5,791
Mem Other	1,292	702	(590)	1,000	(292)	1,043
Total Expenses	2,585,335	2,329,245	(256,087)	3,969,000	1,383,667	4,043,319
Net Change from Operations	210,251	372,853	(162,602)	(189,000)	399,253	(533,072)
Units		577	577	1,000	1,000	577
Advocacy	6,915	447	(6,468)	27,000	20,085	5,099
Books	25,252	16,953	(8,299)	25,000	(252)	32,213
Journals	46,429	72,138	25,709	152,000	105,571	168,741
Fisheries	10,381	1,374	(9,006)	7,000	(3,381)	2,750
Total Expenses	2,585,335	2,329,245	(256,087)	3,969,000	1,383,667	4,043,319
Net Change from Operations	210,251	372,853	(162,602)	(189,000)	399,253	(533,072)
Non Operating (shown on a net basis)						
Rotenone						(3,856)
Restricted contributions	135,579	4,109	131,470	285,000	(149,421)	98,779
Total Non Operating	135,579	4,109	131,470	285,000	(149,421)	94,923
TOTAL NET CHANGE	345,830	376,962	(31,132)	96,000	249,832	(438,149)

Appendix G

American Fisheries
Statement of Financial Position
As of 8/31/2018

	2018	2017	Variance
ASSETS			
Current Assets			
Petty Cash	\$694	\$694	
Checking	229,500	298,366	(68,866)
Certificate of Deposits		54,095	(54,095)
Accounts Receivable	391,359	184,446	206,913
Allowance of doubtful accounts	(14,170)	(14,170)	
Inventory	279,978	430,006	(150,028)
Prepaid Expenses & Deposits	9,019	96,517	(87,498)
Current Assets	<u>896,380</u>	<u>1,049,954</u>	<u>(153,574)</u>
Property and Equipment	1,134,548	1,098,238	36,310
Accumulated Depreciation	(724,290)	(689,133)	(35,157)
Net Property and Equipment	<u>410,258</u>	<u>409,105</u>	<u>1,153</u>
Long Term Assets			
Long-Term Investments	4,679,167	4,272,703	406,464
Total Long Term Assets	<u>4,679,167</u>	<u>4,272,703</u>	<u>406,464</u>
Total Assets	<u>5,985,805</u>	<u>5,731,762</u>	<u>254,043</u>
LIABILITIES AND NET ASSETS			
Current Liabilities			
Accounts Payable	95,936	203,869	(107,933)
Accrued Expenses	243,382	229,254	14,128
Subunits Dues Payable	74,384	34,552	39,832
Subunits Books Payable	2,665	(4,370)	7,035
Deferred Income	814,286	47,779	766,507
Total Current Liabilities	<u>1,230,653</u>	<u>511,084</u>	<u>719,569</u>
Net Assets			
Net Assets - Unrestricted	4,409,323	4,843,718	(434,395)
Change in Unrestricted Net Assets - Curr Year	345,829	376,960	(31,131)
Total Net Assets - End. Balance	<u>4,755,152</u>	<u>5,220,678</u>	<u>(465,526)</u>
Total Liabilities and Net Assets	<u>5,985,805</u>	<u>5,731,762</u>	<u>254,043</u>