



**American Fisheries Society**  
**September Management Committee Meeting**  
Monday, September 17, 2018

Management Committee Participants: Jesse Trushenski, Scott Bonar, Brian Murphy, Leanne Roulson, Jackie Watson, Joe Larscheid, Heather Hettinger, Abby Lynch, Jud Kratzer, Tom Kwak, John Boreman (Constitutional Consultant, non-voting), Randy Schultz (Constitutional Consultant In-training, non-voting), Doug Austen (Executive Director, non-voting)

Emerging Leaders: Abigail Lynch, Cheyenne Owens, Nathan Lederman, Dan Weaver

AFS Staff: Dan Cassidy

**Meeting Notes:**

1. **Welcome/Determination of Quorum** – Quorum established by Boreman. Meeting called to order by Trushenski at 1:05 p.m.
2. Trushenski asked all participants to introduce themselves and note their AFS affiliation and employer.
3. **Agenda accepted** without any changes.
4. **Management Committee Member Expectations** – Trushenski reviewed the set of expectations of members of the Management Committee and suggested that they read the role of MC as described in the AFS Constitution and Rules.
  - a. General oversight of the Society
  - b. Financial (fiduciary) responsibility
  - c. Budget
  - d. Executive Director activities
  - e. Routine operations as delineated from the Governing Board that works at a more strategic level
5. **Review and approval of minutes** from the August 17, 2018 meeting. Minor corrections were identified and the minutes were accepted with unanimous consent.
6. **President's Plan-of-Work (POW)** – Trushenski recognized that her POW was presented at the Atlantic City meeting and that most are familiar with the five themes, but noted that a quick refresher would be helpful to put into context the work of the Management Committee and staff during the coming year.
  - a. Professional development with an emphasis on the “soft skills” that are so important to professional success but rarely taught in college or through agency training.
  - b. Relevancy of fisheries – implement new approaches to ensure that fisheries is recognized and relevant to decision-makers and the public.

- c. Diversity and inclusion – has been a focus area with previous presidents and will continue due to the importance and challenges.
  - d. Authorship experience – implement practices, training, and processes to ensure that authors working with AFS publications have an experience that is professional, helpful, and engaging in a way that leads to improved publications and a positive and professionally rewarding experience.
  - e. Strategic plan – complete the work of the planning committee and have ready for approval in 2019. Also to ensure that the Governing Board Reporting Tool is completed and utilized throughout AFS.
7. **Status of AFS Committee appointments** – Trushenski noted that nearly all committee appointments have been completed and letters sent to chairs.
8. **Emerging Leader Mentorship Award (ELMA)** – The special project assigned to the four ELMA recipients is to work on a series of communication products that help AFS membership to understand the purpose, roles, and activities of the AFS Sections. This could include infographics, newsletter articles, posters, social media, and any other appropriate tool. They will work with the Science Communications Section to develop and refine their projects and all sections to create the content and distribute the results. It was also noted that the AFS web page for Sections has missing links to Sections that need to be corrected.
9. Constitutional Consultant Report (Boreman)
- a. South Carolina Chapter by-laws updates
- Motion:** Approve the proposed amendments to the bylaws of the South Carolina Chapter.

**Background:** The proposed amendments (Attachment A) were approved by chapter membership at their most recent business meeting prior to having them previewed by the Constitutional Consultant, and additional changes made by the CC to bring the bylaws into accordance with the AFS Constitution and Rules. The additional changes made by the CC do not require approval by chapter membership since they correct factual errors (there is no such thing as the “Parent Society”) and typos.

The primary change is the separation of the original Secretary-Treasurer position into two separate positions. The Chapter also wants to recognize the dissolution of the South Carolina Fisheries Workers Association and their full incorporation into South Carolina AFS. While making those suggested changes, the Chapter’s ExCom suggested other changes to the Bylaws and presented those to the membership as the Bylaws had not been amended since the late 1990s. Most of the additional changes revolved around clarification of roles and oversight of standing committees, and the desire of the chapter to memorialize the history of the South Carolina Fisheries Worker Association by naming an award after the organization.

Moved by Boreman; 2<sup>nd</sup> by Watson. Approved with unanimous consent

- b. Status of Egypt Chapter by-laws approval – The International Fisheries Section is working on language to incorporate the Egypt Chapter as a subunit within IFS.
- c. AFS Constitution and Rules – Boreman quickly recommended that the Management Committee members read these two documents and become familiar with, but not necessarily read, the entire AFS Procedures Manual

10. Officer's Reports

- a. Trushenski – reviewed the primary topics of discussion planned for the fall Officer's retreat. Asked the Division leadership to explore ways for Officers to be involved in Division meetings when they attend as part of their Officer duties.
- b. Bonar – 150<sup>th</sup> planning committee is getting organized and will start regular monthly calls in early October.
- c. Murphy – Plans to attend the 2019 meeting of the African Association of Aquatic Scientists in South Africa as part of an effort to build partnerships with fisheries professionals in Africa. Murphy also reported that the MOU among Trout Unlimited, the Izaak Walton League, and AFS is ready to be signed and was endorsed by the AFS Officers at their September monthly call. A signing will take place among the partners in the coming months.
- d. Roulson – reported that she will be the liaison to CASS with their next monthly call in September.

11. Executive Director and AFS Staff Reports

- a. Association of Fish and Wildlife Agencies (AFWA) annual meeting update – Austen and AFS Policy Director Drue Winters attended the AFWA meeting September 9-12 in Tampa, FL. A wide variety of committee meetings were attended by either Austen or Winters including an extended report and discussion with the Fisheries and Water Resources Policy Committee. AFWA passed a resolution (Attachment B) in support of the joint AFS-TWS Reno meeting, and the two grant applications for funding through the Multistate Conservation Grant Program were successfully awarded.
- b. Austen noted that AFS is now working with the National Conservation Training Center to develop the training module for AFS Special Publication 35 (Monetary Valuation of Fish and Mussel Kills).
- c. Financial updates were provided by Cassidy (Attachments C, D and E)

12. Meeting was adjourned at 4:07 p.m.

# Attachment A – South Carolina Chapter By-Laws Revisions

## BYLAWS of the SOUTH CAROLINA CHAPTER OF THE AMERICAN FISHERIES SOCIETY

### Section 1 – Name and Objectives

The name of this organization shall be the South Carolina Chapter of the American Fisheries Society, hereinafter referred to as the Chapter and the Society, respectively. The purpose of the Chapter shall be those of the American Fisheries Society, as set forth in the Constitution of the Society, hereinafter referred to as the ~~Parent~~-Society. Subunits may be established at the direction of the membership to fulfill the objectives of the Chapter.

### Section 2 – Membership and Dues

Membership in the Chapter shall be available to anyone with an interest in the fishery resources of South Carolina, in accordance with the Constitution and Bylaws of the ~~Parent~~-Society. Members pay dues annually and their membership extends through the calendar year (only) for which dues are paid.

Dues shall be collected annually to cover reasonable expenses of the Chapter and its Committees, subject to review of the membership. The amount of dues will be established initially, and may be subsequently adjusted if necessary, by majority vote of the membership at an annual meeting.

Membership in the ~~Parent~~-Society shall be paid by the Chapter, on request, for any person elected to an Office in the Chapter, for the tenure of that Office.

### Section 3 – Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. The program at the annual meeting shall be the responsibility of the Program Committee. The business of the Chapter will be conducted during a business session at the annual meeting, in accordance with the Constitution of the ~~Parent~~-Society, and the latest edition of Robert's Rules of Order. Special meetings and workshops may be scheduled during the year by the Executive Committee and planned by the Program Committee.

The Executive Committee may assess each registrant attending a meeting or workshop a registration fee over and above annual dues to cover the costs of the meeting and associated Chapter activities.

### Section 4 – Officers

The officers of the Chapter shall consist of a President, a President-Elect, ~~and~~ a Secretary-, and a Treasurer.

Officers shall be elected biennially at an annual meeting. Only active members of the ~~Parent~~-Society are eligible to serve as officers of the Chapter. Terms of office shall be two years, and shall commence at the close of the Chapter meeting at which elections are held. In the event an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.

In the event of a cancellation of an annual meeting at which an election would otherwise be held, the officers and the members of any committee shall continue to serve until the next scheduled meeting.

### **Section 5 – Duties of Officers**

The President of the Chapter shall preside at all meetings, chair the Executive Committee, represent the Chapter on the Executive Committee of the Southern Division and at the American Fisheries Society meetings, and make appointments and perform other duties and functions as are authorized.

The President-Elect shall ~~chair the Program Committee and shall~~ assume the duties of the President if the latter is unable to act.

The Secretary ~~Treasurer shall keep the official~~ shall ensure meetings are effectively organized and minuted, maintain effective records of the Chapter, shall record the minutes of Chapter meetings, and shall collect administration, uphold legal requirements, and be the custodian of any funds collected by shall disseminate pertinent material, at the request of the Executive Committee or allotted Parent Society, to the Chapter chapter membership.

The Treasurer shall provide financial oversight to the Chapter, shall oversee fundraising activities, shall develop annual financial plans and budgets, and shall report Chapter financial status to appropriate regulatory authorities. The Treasurer shall disburse funds as authorized by the Executive Committee or the membership, and submit a record of receipts and disbursements at the annual Chapter meeting.

Other duties may be requested by the Executive Director of the ~~Parent~~-Society or by officers of the Southern Division.

### **Section 6 – Executive Committee**

The Executive Committee of the Chapter shall consist of the elected officers, the immediate Past President, and Presidents of any established Subunits. The Committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

### **Section 7 – Chapter Committees**

Standing Committees shall include:

*Nominating*, which recommends candidates for offices and conducts a ballot election at the annual meeting. The chair of this committee will be the President-Elect.

*Membership*, which recruits new members for the Chapter and the ~~Parent~~-Society. The membership committee shall oversee maintenance of the official Chapter webpage and social media sites, shall oversee the design and layout of the chapter website with member input, and shall monitor and maintain the website. The chair of this committee will be the Secretary.

*Resolutions*, which develops and recommends resolutions for consideration by the Chapter membership. The Chair of this Resolutions Committee will be the current chapter President.

*Awards*, which ~~evaluates presentations at the annual meetings is responsible~~ for the Jack Bayless Award for best papersoliciting nominations and considers specialselecting Chapter recognized awards for approval by the Executive Committee. The chair of this committee will be the immediate Past-President.

*Bylaws*, which conducts an annual review of the Chapter Bylaws and recommends changes, if any, to the Executive Committee for consideration by the Chapter membership. [The chair of this committee will be the immediate Past-President.](#)

*Program*, which plans the annual meeting and other special meetings and workshops. [The chair of this committee will be the President-Elect.](#)

*Ad hoc* committees may be appointed by the President to address special concerns of the Chapter. Standing and *Ad hoc* committee members and chairs shall be appointed by the President, except as noted in Section ~~75~~. Only active members of the ~~Parent~~-Society are eligible to chair Chapter Committees.

The terms of office for members of Chapter Committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter, whichever comes first.

### **Section 8 – Voting and Quorum**

Decisions ~~at Chapter meetings~~ shall be by simple majority, except that changes to these bylaws shall require a 2/3 majority of those present and voting. A quorum at any meeting for the transaction of official business shall be 12. [Any meeting for the transaction of official business shall be notified to the Chapter membership one week prior to scheduled date. Voting may occur in person, by mail, by electronic means, or by proxy submitted to the Secretary prior to scheduled date of meeting. All voting in Chapter related business will be in full accordance with the Society's Constitution and Rules.](#)

### **Section 9 – Honors and Awards**

The Jack Bayless Award will be presented annually to the author of the best [professional](#) paper, as judged by the Awards Committee, given during the Technical Session of the previous annual meeting. The Award will consist of a plaque honoring the memory of the late Jack Bayless, inscribed with the name of the recipient and the year of the meeting. The plaque will be procured by the ~~Secretary~~-Treasurer upon receipt of a report from the Chair of the Awards Committee at the end of the meeting at which papers were judged.

[The South Carolina Fisheries Workers Association award will be presented annually to the author of the best student paper, as judged by the Awards Committee. This award will be presented at the conclusion of the current annual meeting. This Award will consist of a Certificate, inscribed with the name of the recipient and the year of the meeting. Associated with this award will be a monetary award, determined by the Executive Committee.](#)

The Chapter shall present other honors and awards as directed by the membership.

### **Section 10 – Amendment of the Bylaws**

The Bylaws of the Chapter may be amended by a two-thirds majority approval of those members voting, provided that prior notice of at least 30 days be given the membership of the proposed change(s). Said change(s) must be approved by the ~~Management Committee~~~~Governing Board~~ of the ~~Parent~~-Society before taking effect.

*Approved by the AFS Board of Governors, Lexington, Ky., March 1998*

# Attachment B – AFWA Draft Resolution on AFS-TWS Reno Meeting

DRAFT AFWA RESOLUTION - SCIENCE & RESEARCH COMMITTEE

## **Resolution #XX**

### **To encourage participation by AFWA members in the 2019 joint conference of the American Fisheries Society and The Wildlife Society**

*The Association of Fish and Wildlife Agencies recognizes and appreciates the importance of ensuring that state, provincial, and federal fisheries and wildlife management agency staff and their partners have access to the best available scientific information to manage and conserve our public trust resources. Accordingly, AFWA encourages its member agencies and organizations to participate in the 2019 joint conference of The American Fisheries Society and The Wildlife Society, to be held in Reno, Nevada, September 29-October 3, 2019.*

**WHEREAS**, state, provincial, and federal fish and wildlife agencies are charged with safeguarding public trust fish and wildlife resources, and do so by employing professional biologists and managers to guide the stewardship of these resources; and

**WHEREAS**, the North American Model of Wildlife Conservation recognizes that science is the proper tool for the discharge of fish and wildlife management; and

**WHEREAS**, dissemination and discussion of new and innovative advances in fish and wildlife science can empower the fish and wildlife professionals at state, provincial, and federal fish and wildlife agencies to enhance management and conservation efforts; and

**WHEREAS**, the American Fisheries Society was founded in 1870 and is the world's oldest and largest fisheries science society, and works to improve the conservation and sustainability of fishery resources and aquatic ecosystems by advancing fisheries and aquatic science and promoting the development of fisheries professionals; and

**WHEREAS**, The Wildlife Society was founded in 1937 and works to inspire, empower, and enable wildlife professionals to sustain wildlife populations and habitats through science-based management and conservation; and

**WHEREAS**, the American Fisheries Society and The Wildlife Society both provide scientific peer-reviewed journals, professional development opportunities, and other services that benefit the fish and wildlife professionals employed by state, provincial, and federal fish and wildlife agencies; and

**WHEREAS**, the American Fisheries Society and The Wildlife Society will host the first-ever joint conference of these two professional societies on September 29 – October 3, 2019, in Reno, Nevada; and

**WHEREAS**, the joint conference will be the largest-ever gathering of fish and wildlife professionals and will provide professional development opportunities and scientific information which is pertinent to the conservation and management of public trust species.

**NOW, THEREFORE, BE IT RESOLVED**, that the Association of Fish and Wildlife Agencies recognizes and appreciates the importance of this first-ever joint conference of the American Fisheries Society and The Wildlife Society; and

**BE IT FURTHER RESOLVED**, that the Association of Fish and Wildlife Agencies encourages the staff of its member agencies and partner organizations to participate in this joint conference, in order to continue the dissemination of fisheries and wildlife science and thereby ensure the success of science-based management and conservation across North America.

# Attachment C – AFS Financial Report – July 2018

## AFS Financial Report – July 2018

9/17/18

Financial Position. Assets total \$5,917,000 about equal to this time last year, but \$333,000 higher than last month. Investment income, journal royalties and annual meeting receipts accounted for much of the monthly increase. Apart from lower receivables this period, there is little change in other asset and liability accounts from last month.

Program Activities. Six months revenue totals \$2,291,000 versus \$2,407,000 last year. These results reflect:

- \$154,000 lower unrealized investment gains
- No Cornell/CSC billings in 2018
- Higher annual meeting and membership income
- Different journal publisher royalty payment schedule

Expenses are tracking higher this year and total \$2,099,000 compared to \$1,858,000 last year. These results reflect:

- Immediate expense of normally prepaid items such as for business insurance and meeting expenses
- All staff positions filled
- More timely Hutton award payments
- Higher membership costs from the database system
- Lower Journal program costs (2017 reflects the journal retreat)

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

# Attachment D – Financial Report – Programs

## AMERICAN FISHERIES

### Summary of All Units

For the Seven Months Ending 7/31/2018

	Year to Date - Actual			Budget		2017 Annual
	2018	2017	Var \$	2018 BUDGET	vs YTD Actual	Actual
<b>Revenue</b>						
Administration	\$164,211	\$318,294	(\$154,083)	\$297,000	(\$132,789)	\$560,301
Web	28,569	1,890	26,679	7,000	21,569	4,920
Continuing Education	12,385	16,222	(3,837)	12,000	385	19,675
Rotenone				16,000	(16,000)	3,856
Certification	3,171	3,500	(329)	10,000	(6,829)	5,750
Other Education				12,000	(12,000)	
Hutton	9,000	1,000	8,000	150,000	(141,000)	134,650
Comell	5,925	66,209	(60,284)	132,000	(126,075)	237,477
Other Grants & Contracts				125,000	(125,000)	
Annual Meeting	656,727	539,817	116,910	1,009,000	(352,273)	931,802
Membership	525,521	456,950	68,571	567,000	(41,479)	464,930
Awards	3,597	4,825	(1,228)	4,000	(403)	5,590
Mem Other	8,533	5,407	3,126	13,000	(4,467)	8,865
Jobs	21,300	11,952	9,348	30,000	(8,700)	26,677
Advocacy		23,500	(23,500)	25,000	(25,000)	26,700
Books	75,533	42,039	33,494	131,000	(55,467)	30,843
Journals	776,037	915,652	(139,614)	1,240,000	(463,963)	1,048,166
Fisheries	175	45	130		175	45
<b>Total Revenue</b>	<b>2,290,684</b>	<b>2,407,302</b>	<b>(116,618)</b>	<b>3,780,000</b>	<b>(1,489,316)</b>	<b>3,510,247</b>
<b>Expenses</b>						
Administration	250,813	189,271	(61,542)	320,000	69,187	569,365
Staff Costs	1,236,098	1,174,114	(61,984)	2,139,000	902,902	2,029,516
Technology	47,636	21,410	(26,226)	39,000	(8,636)	36,403
Communication	797	1,479	682	11,000	10,203	1,585
Web	11,111	21,202	10,090	19,000	7,889	40,131
Development	1,377	3,153	1,776	12,000	10,623	3,234
Continuing Education	1,804		(1,804)	10,000	8,196	20,132
Rotenone				16,000	16,000	
Certification	78	277	198	1,000	922	404
Other Education				1,000	1,000	2,040
Board	37,610	33,569	(4,041)	54,000	16,390	46,008
Committees				2,000	2,000	
Hutton	78,206	58,558	(19,648)	123,000	44,794	96,291
Comell	26,506	20,576	(5,930)	61,000	34,494	88,792
Other Grants & Contracts	1,380		(1,380)		(1,380)	
Annual Meeting	151,378	149,855	(1,523)	818,000	666,622	758,089
Other Meetings		488	488	1,000	1,000	488
Membership	167,755	80,938	(86,817)	114,000	(53,755)	134,627
Awards	14,148	15,741	1,592	15,000	852	5,791
Mem Other	1,226	9	(1,217)	1,000	(226)	1,043
Units		577	577	1,000	1,000	577
Advocacy	6,900		(6,900)	27,000	20,100	5,099
Books	20,428	14,778	(5,650)	25,000	4,572	32,213
Journals	40,840	70,738	29,898	152,000	111,160	168,741
Fisheries	3,339	1,279	(2,060)	7,000	3,661	2,750
<b>Total Expenses</b>	<b>2,099,430</b>	<b>1,858,012</b>	<b>(241,417)</b>	<b>3,969,000</b>	<b>1,869,570</b>	<b>4,043,319</b>
<b>Net Change from Operations</b>	<b>191,254</b>	<b>549,290</b>	<b>(358,035)</b>	<b>(189,000)</b>	<b>380,254</b>	<b>(533,072)</b>
<b>Non Operating (shown on a net basis)</b>						
Rotenone						(3,856)
Restricted contributions	19,508	4,109	15,399	285,000	(265,492)	98,779
<b>Total Non Operating</b>	<b>19,508</b>	<b>4,109</b>	<b>15,399</b>	<b>285,000</b>	<b>(265,492)</b>	<b>94,923</b>
<b>TOTAL NET CHANGE</b>	<b>210,762</b>	<b>553,399</b>	<b>(342,636)</b>	<b>96,000</b>	<b>114,762</b>	<b>(438,149)</b>

# Attachment E – Financial Report – Statement of Financial Position

American Fisheries  
Statement of Financial Position  
As of 7/31/2018

	2018	2017	Variance
<b>ASSETS</b>			
Current Assets			
Petty Cash	\$694	\$694	\$0
Checking	572,563	454,696	117,867
Certificate of Deposits		54,095	(54,095)
Accounts Receivable	65,203	204,608	(139,405)
Allowance of doubtful accounts	(14,170)	(14,170)	
Inventory	283,855	435,523	(151,668)
Prepaid Expenses & Deposits	9,194	93,327	(84,133)
Current Assets	<u>917,339</u>	<u>1,228,773</u>	<u>(311,434)</u>
Property and Equipment	1,132,316	1,097,452	34,864
Accumulated Depreciation	(721,450)	(685,994)	(35,456)
Net Property and Equipment	<u>410,866</u>	<u>411,458</u>	<u>(592)</u>
Long Term Assets			
Long-Term Investments	4,588,847	4,276,851	311,996
Total Long Term Assets	<u>4,588,847</u>	<u>4,276,851</u>	<u>311,996</u>
Total Assets	<u>5,917,052</u>	<u>5,917,082</u>	<u>(30)</u>
<b>LIABILITIES AND NET ASSETS</b>			
Current Liabilities			
Accounts Payable	172,567	186,568	(14,001)
Accrued Expenses	223,602	244,404	(20,802)
Subunits Dues Payable	73,590	33,965	39,625
Subunits Books Payable	2,207	(4,656)	6,863
Deferred Income	825,000	59,684	765,316
Total Current Liabilities	<u>1,296,966</u>	<u>519,965</u>	<u>777,001</u>
Net Assets			
Net Assets - Unrestricted	4,409,323	4,843,718	(434,395)
Change in Unrestricted Net Assets - Curr Year	210,763	553,399	(342,636)
Total Net Assets - End. Balance	<u>4,620,086</u>	<u>5,397,117</u>	<u>(777,031)</u>
Total Liabilities and Net Assets	<u>5,917,052</u>	<u>5,917,082</u>	<u>(30)</u>