

**AGENDA**  
**2021 Winter EXCOM Business Meeting**  
**December 15th, 2021 10:00am**  
**Graduate Hotel**  
**70 N East Ave, Fayetteville, AR 72701**

**Welcome and Introductions – JJ Gladden**

Attendees:

- JJ Gladden – President
- Christy Graham – President-Elect
- Justin Homan – Past President
- Brie Olsen – Secretary
- Micah Tindall – Treasurer
- Jordan Lindaman – Activities and Raffle Chair
- Sean Lusk – 2020 SDAFS Profits Committee Chair
- Jessica Feltz – Newsletter Editor
- Sue Colvin – Environmental Affairs Committee Chair
- Chelsea Gilliland - Education Liaison Committee Chair

**2022 Meeting plans- Christy Graham**

- Tour of meeting facilities-30 min
  - EXCOM discussed that the placement of registration and AV could be on the second floor across from the ballroom, which would require at least three tables. Sean will help with AV and presentation loading and Jessica will create signs. Christy and Chelsea both have sign templates that can be given to Jessica.
  - Hotel staff that are assigned to help with the conference are McKenna Scott and Desiree Miller.
  - The meeting space is the entire Ballroom, which can be split into two rooms. One room will be used for breaks/silent auction/meals and the other for the conference, but the whole room will be opened up to the conference depending on the state of the pandemic.
  - AFS can hook up to the house sound, but we will need to find our own AV accessories (microphone, projector, need to ask about the use of the screen).
  - If the room needs to be opened up due to the pandemic, we can put the buffets in the foyer outside the ballroom.

**Secretary's Report – Brie Olsen**

- Little to report aside from the meeting minutes from the August 2021 meetings are on the website.

**Treasurer's Report – Micah Tindall**

**ARAFS – 2021 EXCOM Treasurer’s Report**  
**Covering 08/26/21 – 12/12/21**

<b>Balance Brought Forward (08/26/2021):</b>	<b>\$32,712.03</b>
<b>INCOME</b>	
Interest (Simmons Bank), August-Dec 2021	\$10.97
AFS Dues	\$55.00
<b>Total Income</b>	<b>\$65.97</b>
<b>SUBTOTAL</b>	<b>\$32,778.00</b>
<b>DISBURSEMENTS</b>	
AffiniPay Fees	\$3.69
EXCOM Meeting	\$218.32
<b>Total Disbursements</b>	<b>\$222.01</b>
<b>Balance as of December 14, 2021:</b>	<b>\$32,599.99</b>

*Prepared by Micah Tindall*

- Recent income from dues are mostly from students and some interest accrued. One student paid twice and Micah is working on issuing a refund of the redundant payment. Expenditures include some fees and lunch from the EXCOM meeting in August.
- JJ and Micah are working through the distribution list. As of now, only members are getting emails about the upcoming meeting and potential attendees are not being informed. Sue mentioned that she could tweet out some of the information and the parent society will retweet.
- Christy made a motion to approve the Treasurer’s Report. Jessica seconded the motion. All were in favor.

**Appointed Officer Reports**

- Newsletter – Jessica Feltz
  - During the virtual subunit meeting (more details in Education Liaison update) that was held on October 18, Jessica asked students what they needed in the newsletter. Students recommended a section about how to get connected and any available scholarships. Students also mentioned that it was difficult to know what was going on in the state and EXCOM agreed that it was on the Chapter to try and make messaging more accessible to students. Jessica and Chelsea met to discuss what they learned from the meeting and proposed a Chapter Instagram page, which was a platform used heavily by other chapters during the national meeting in Baltimore. Jessica has volunteered to administer the page and requested content. Subunit chapters may also want to create pages, which the AR chapter would be able to promote.
  - Sue also proposed that the Chapter be more active on Twitter as well and that she would be able to help with that by posting content and re-tweeting members content.
  - There were no objections to creating a stronger social media presence. Jessica and Chelsea suggested that the Chapter start ramping up the social media presence before the meeting to promote the event and be able to send updates throughout the meeting.
- Webmaster – Dylan Hann

- Dylan was not able to attend this meeting, but gave his updates to JJ. The website is up to date with the 2022 meeting registration and abstract links. Details regarding the abstract format were in the newsletter, but an example can be found on the website. A mass email will go out tomorrow at noon with details about registration, abstract submission, the silent auction and raffle materials.

## **Committee Reports**

- **Nominating and Awards Committee – Justin Homan**
  - Candidate profiles have been completed and turned into Justin. Justin asked about a timeline to send out candidate profiles to the chapter for voting. The consensus was to wait until Feb 1 since that is the deadline to book a hotel room in the AFS block. That will also give time for most members to renew their dues.
  - President-Elect
    - Nominees include Brie Olsen and Dustin Lynch.
  - Secretary
    - Nominees include Alison Asher and Nick Feltz.
  - Awards
    - Jenkins award - Jeremy Risley nominated the Twin Lakes Walleye Club
    - Hogan Award – Justin Homan nominated Charlie Gagen who recently retired from Arkansas Tech University
  - We need to begin soliciting nominations for student subunit awards - the deadline is Feb 1<sup>st</sup>. EXCOM had discussed holding off on these awards since student engagement has been questionable in the past. However, with the input from the student subunit meeting in October, EXCOM concluded that there was more the Chapter could do to better engage students, so discussions about the awards would be tabled until those efforts are made.
  - Jessica offered to send links to frames that were used for Southern Division.
  - Justin will contact Matt Schroeder about award logistics for outgoing officers.
  - In terms of the awards during the meeting, we have typically done best paper (graduate, undergraduate, and professional) and best poster. We do have a poster session scheduled, but need to find easels. We can borrow some easels from AGFC. We have talked about getting easels specifically for AFS in the past, but that may pose some storage issues.
  - For the 2021 meeting, there were three judges, but talks were limited to students only – we will probably need more this year. Brie volunteered to be a judge and Sue suggested putting an option to be a judge during registration.
- **Activities and Raffle Committee – Jordan Lindaman**
  - Jordan asked for a copy of the 501C3 paperwork to use when soliciting donations. Jessica offered to adapt one of the pages from the newsletter to use as an organization informational flyer for Jordan to handout. Christy had received a folder from Matt Schroeder regarding raffles that she can share with Jordan.
  - Jordan has some raffle items, but will be mainly soliciting donations after the New Year. There are some organizations helping in the southern part of the state. Jordan is not focusing as much on businesses, but if anyone has ideas, he is open to them. The current plan for the raffle is to use 10 tables. JJ does not think the venue will charge for tables, but need to make sure. It would be best not to have to move the raffle items to different locations.
- **Environmental Affairs Committee – Dr. Sue Colvin**
  - Sue is not aware of any activities outside of the letter to support Recovering America's Wildlife Act that was written and submitted in the summer. Sue got good feedback from the parent chapter, and the Chapter's letter was used as an example to send to other chapters.

- What are some of the other initiatives we can put our weight behind? Justin Stroman with AGFC is a good source and DEQ should be tuned in to emerging issues. Sue is aware that the WOTUS rule is going to be re-visited soon. EPA is setting up regional panels to get input. Sue is on the New England Panel because the southeastern panel was full and she has recent experience in that region. Sue also wanted to emphasize that AFS has the benefit of having a policy director, which is unique to the nine organizations within the Consortium of Aquatic Sciences Societies.
- Education Liaison Committee – Chelsea Tucker
  - Chelsea has had success over the past 6 months with student subunit communication and updates. Three subunits submitted reports for the newsletter.
  - A subunit zoom meeting was held on October 18 and attended by JJ, Jessica, and Chelsea who covered the meeting minutes from the EXCOM meeting held in August. Some of the most prevalent feedback was that the students feel disconnected to the Chapter and that there were many activities going on in the subunits that we did not know about. Chelsea emphasized the need to better connect with the student subunits and that the subunits were excited about collaborating with one another.
  - Students have been continuing with their in person meetings and offering virtual options. The meetings have been fairly well attended, but subunits are trying to build back membership after the pandemic.
  - In terms of the annual meeting, students mentioned that they felt intimidated by approaching professionals. One recommendation was to “flip the script” where professionals were asked to approach students. We had a long discussion about how to encourage more interactions with professionals and students and some ideas were to pass out ice breaker questions, get some sort of sticker or lanyard indicating if someone is a student or professional, and addressing the effort during the President’s Address at the beginning of the meeting.
  - Student Workshop update
    - Chelsea, JJ, and Jessica also discussed the student workshop during the October 18 zoom meeting. Students mentioned that having lunch included in the workshop would be nice and EXCOM agreed.
    - The workshop will be set up as a panel of five professionals and selecting panelists with a diverse background. Four of the five panelists have been selected: Jason Olive (AGFC), Ginny Adams (UCA), Tabbi Kinion (AGFC), and Jessica Feltz (AGFC). The last panelist is still being decided.
    - There were some concerns about the overlap with the workshops (student and crayfish). Suggestions were made to move the student workshop to lunch on Thursday, but we will need to check with the panelists.

#### **Ad-hoc Committees**

- 2020 SDAFS Profits- Sean Lusk
  - Sean mentioned that the committee wanted to go down the avenue suggested by Sue Colvin regarding a scholarship fund. The Texas Chapter has established a fund through Edward Jones. Sean has met with a financial advisor at Edward Jones. The account would accrue \$550 – 750 per year with an initial investment of \$10,000. A fee of 1.15% would be charged to the account, but Sean mentioned that this was discounted due to the 501C3 status of the Chapter. This status would not be compromised as long as the profits go to scholarships. Funds can be withdrawn at any time and put directly into an account or received by check (max. 7 day processing time).
  - Sean mentioned that there is some risk associated with any investment, but this type has relatively low-risk because it is being put into a basket of stocks.

- To effectively manage this fund, Sean suggested having some sort of scholarship chair and selection committee either within or added to EXCOM. Edward Jones needs to be communicated with once a year and having a consistent member for scholarships would be good.
- JJ proposed that we needed to think about how we were going to present this to the Chapter. There has previously been some discussion about keeping the committee within the roles of the already existing positions within EXCOM. The final consensus was to add one position of Scholarship Chair, which will be filled by Sean Lusk who will ensure consistency with Edward Jones and who will direct the other scholarship selection and logistics tasks, which will be distributed among treasurer, secretary, and education liaison as needed. As with our other accounts with Simmons Bank, the treasurer can report on and be the contact for the Edward Jones account.
- Sean also mentioned that paying the scholarship to the recipient directly would be less complicated than paying the university, but some of the EXCOM were not in favor of this. JJ mentioned that we have a precedent of giving awards directly to the recipient. Some suggestions were made to have the recipient submit an invoice to the Chapter and have the funds deducted from their scholarship account, but others were concerned about the level of record keeping that would require.
- JJ asked Sean to write up the motion to the chapter with language regarding the people that represent the committee on EXCOM and the addition of the consistent Scholarship Chair. The request should be to invest the \$10,000 and the mechanisms can be developed throughout the year to be ready by 2023. Sean mentioned that the advisor from Edward Jones (tommy Womack) has offered to meet with EXCOM or the Chapter to discuss in more detail.
- We can add this to the Procedure Manual, but Texas has language in the bylaws so the 501C3 status remains preserved. Other items such as offsetting professional certification and reimbursement of officer dues have gone in the procedure manual. Any changes to the bylaws will have to go through the Chapter.

## **Old Business**

- Workshop Planning
  - Dustin Lynch and Justin Stroman have been working on workshop logistics. They have the Kings River classroom at the Nature Center reserved. If the weather allows, they would like to take a field trip out to the creek that borders the AGFC property. Originally, the crayfish workshop and the student workshop were planned to overlap, but that will no longer be the case.
  - The student workshop will likely be conducted over lunch on Thursday. JJ asked Chelsea to look into getting a space at the University of Arkansas for about 30 people. Micah mentioned that he might have a contact who would sponsor the lunch, but another member suggested Trout Unlimited.
  - Jessica expressed concern about having to have the students walk to the university for the workshop and requested that we find a closer location or a room in the hotel. JJ mentioned that the hotel did not allow outside food in the building for events and that getting lunch just for the EXCOM meeting seemed to be an exception from what the hotel usually offered. Lunch at the hotel was probably unlikely, but JJ and Christy agreed to look into closer locations.
- Changes to Wild Apricot Subscription
  - There have been no further changes in WildApricot aside from the annual fee increase.

- Registration will be higher for anyone registering on-site (professionals- \$150 students - \$50). This information will be made available on the website, and online registration will be closed during the meeting.
- 2022 Chapter Meeting
  - Christy has been working on the contract for the venue and the block of hotel rooms. The contract has been signed that locks us into the meeting at the Graduate. The contract includes a minimum of \$10,000 for food and beverages. Food options for dinner on Thursday has not yet been decided. If we have to cancel the meeting, we will lose \$24,000.
  - Twenty rooms have been blocked off for Tuesday night. We need to check and see if Dustin needs a room or if one will be provided through the Natural Heritage Commission. Sixty rooms have been blocked off on Wednesday and Thursday – 80% of these rooms need to be occupied. Occupancy is only tallied through the direct booking link that is provided during registration; it will not be included in the 80% if booked by phone.
  - The Chapter is renting a stage, podium, and wired mic, but Christy wants to check with AGFC's Communication section to see if there are speakers and mics available. There are still some unknowns about if we can use the projector screen in the hotel or if we have to bring our own. The hotel will complete the setup and EXCOM is thinking about having the sessions be set-up as classroom style with tables instead of just chairs.
  - Awards will be conducted on Thursday night and we may want to take out the divider for the social. The podium and chairs will be set-up in a format that is useable for the business meeting on Friday.
  - Christy would like someone to take pictures throughout the meeting – Chelsea and Sue volunteered to help.
  - Christy also mentioned needing to get moderators for the sessions and using the timing device that was used during the 2017 meeting in Texarkana.
  - A light social will be held at the hotel on Wednesday night with dinner provided on your own. Two drink tickets will be provided per person and the Code of conduct will be either printed in the program or displayed as a sign.
  - Micah has about 60 lanyards from Southern Division, but will go to Office Depot for more.
  - Christy will finalize the program the week before the meeting. Jessica, Sue, and Chelsea offered to help with the program if needed.
  - Recognition for the 2020 Southern Division meeting has not yet been given and should be done during the 2022 meeting.

### **New Business**

No new business was discussed.

### **Tour of Workshop space-**

AGFC J.B. and Johnelle Hunt Family Ozark Highlands Nature Center  
3400 N 40th St, Springdale, AR 72762

The Nature Center tour was canceled due to the meeting running past its allotted time.