

INSTREAM FLOW COUNCIL
Executive Committee (EXCOM) Meeting Minutes
November 26, 2018
11:00 am MST

Participants		Unavailable
Dave Weedman (President)	DW	Joe Klein (RD 1)
Eric Nagid (Past President)	EN	Jim Burroughs (RD 3)
Robert Holmes (President elect)	RH	Lauren Makowecki (RD 5)
Andy Brummond (Treasurer)	AB	
Rebecca Quiñones (Secretary)	RQ	
Josie Lathrop (RD 2)	JL	
Brian Murphy (RD 4)	BM	
Tom Annear (Director-at-Large)	TA	
Christopher Esters (Director-at-Large)	CE	
Vann Stancil (RD 3 Elect)	VS	

Agenda Items

1. **Determination of Quorum:**

Quorum was determined with 8 EXCOM members present (DW, EN, RH, AB, RQ, JL, BM, CE); TA joined the call at noon; TA and JL signed off early. Meeting began at 11:10 am MST.

2. **Approve agenda:**

Agenda was modified to address CE's comments regarding conversion of book 2 into an electronic format (Action Items identified in the September's meeting) per notes from the April Business and EXCOM meetings in Ft. Collins. See also action item no. 11 summary. Time was allotted as New Business in the agenda as suggested by EN. RQ suggested these items be discussed once TA joined the conversation as he was the most informed on book 2 issues. DW agreed. DW made a motion to approve the modified agenda. EN seconded the motion. The agenda was unanimously approved. New Business topics were discussed after the Investment Update and before Finance Committee updates so TA could participate in the discussion.

3. **Secretary Report:**

Approve minutes for EXCOM meeting held on September 10, 2018:

RQ reported that she had received edits from one member (TA) and no-edits-required reviews from three members (JK, EN, DW). CE sent email stating he had a few comments but would discuss them at this meeting rather than submitting a written review. CE's concerns focused on potential discrepancies with decisions made at the last General Council's meeting (April 2018) and what was proposed in September's EXCOM meeting regarding electronic conversion of book 2. EN made a motion to approve the minutes as they are; CE second the motion contingent on further discussion of items relating to book 2 conversion.

Review of Action Items:

Action Item 1: completed; CE provided contact information for all fish chiefs.

>CE provided contact information for all fish chiefs in an email to DW, RQ, LM, AB, RH and EN sent on 9/20/18. The spreadsheet is meant for internal EXCOM use only. RQ asked for clarification on the intent behind gathering the information. RQ stated she thought it was to

promote contact of those chiefs in states without participation in the IFC. DW suggested CE take the lead on reaching out to them. CE proposed that RDs take the lead instead and turn to CE and DW if they are uncomfortable in doing so. DW agreed to make the request to the RDs to initiate contact as a first step. DW and CE agreed to intercede if RDs have difficulties.

Action item no. 2: DW will ask the RDs to contact fish chiefs in states with no (or no recent) IFC representation per process in Action item 1.

Action Item no. 3: completed; RQ sent email of final minutes of EXCOM meetings on 4/27/18 and 9/10/18 to LM on 11/27/18.

Action Item no. 4: completed; DW stated that this was meant as a reminder for those members considered for nominations to build travel time before and after events. DW will send a reminder to all members as needed.

Action Item no. 5: in progress; CE and LM are working on developing criteria for posting onto the Resources Section of the public website.

Action Item no. 6: on hold; Once criteria for posting onto the Resources Section (Action Item no. 5) are decided upon, DW will inform either RDs or general membership of procedures.

Action Item no. 7: in progress; DW will draft a 5-10 page summary based on FLOW 2018 survey results to be posted on the website in association with FLOW 2018 materials.

Action Item no. 8: in progress; LM sent an email on 2/1/19 to EXCOM with instructions on how to sign up for the listServe. However, issues with the website still exist.

(LM comments received 11/28/18: LM clarified that the ListServe and website are two separate, unlinked entities. She would like to see someone take over the ListServe. She has not sent out an email yet on how members can sign up for the ListServe but will work on this in the future, when she has time to convert the member list from a Word Document to a spreadsheet. She also reminded the group that signing up for the website does not sign members up for the ListServe nor does being an IFC member automatically sign you up for the ListServe. Members need to sign themselves up and cannot be added by another person.)

Action Item no. 9: on hold; LM and Kiiza Gates will work on reorganizing the website once the FLOW 2018 materials are wrapped up.

(LM comments received 4/17/19: LM and Kiiza Gates (KG) will work on updates to the website once the consultant has upgraded site.

Action Item no. 10: completed; LM and CE are working on posting correct versions of FLOW 2018 talks to the website. DW sent email (on 10/15/18) to all ListServe members to visit FLOW 2018 materials on the website.

Action Item no. 11: in progress; TA has gotten a price for converting books into electronic format. The process for updating book 2 has not been identified.

>Under New Business: CE asked the EXCOM to review the minutes from the General Council's meeting in April 2018. He stated that the group had discussed ways to update the book and the inclusion of background material. He mentioned that the group had agreed on forming a committee to make changes to the book, including the conversion to electronic format, and that several folks had volunteered to participate in the committee. DW recommended further discussion with TA's input at the next meeting.

Action Item no. 12: in progress; EN has agreed to draft clarifying language on Lifetime and Making a Difference Awards, make revisions to the handbook already approved, and draft updates to policies that can be approved by the EXCOM. He will integrate language pertaining to awards into the handbook.

>EN noted that the handbook as a whole (e.g., financial information) could use changes in several places that could be made in tandem, particularly as pertaining to some policies. EN suggested another focused discussion to move this topic along. CE asked EN if he was willing to lead efforts to revise the handbook. EN stated that he was willing to propose changes as a draft but will ask for input on changes to policies. EN's idea is that the handbook becomes a useful and current reference as officers turn over. CE recommended the updated handbook be available in the internal website. DW and EN will work with LM to post revised bylaws on website once finalized.

Action Item no. 13: completed; RQ sent Francisco Catala (9/11/18, PR) an email to encourage participation in the IFC but has not heard back.

>CE commented that Puerto Rico is still recovering from hurricane Maria and so participation in the IFC may not be a priority. He recommended that the IFC periodically reach out PR to encourage participation.

(LM comments received 4/17/19: DW and EN will work with LM and KG to post revised bylaws on website once the document manager on site is functional - should be soon as consultant is working on it now, 17 April 2019.)

Dues/membership updates:

RQ reported that dues for an additional three states (SC, RI, GA) were received since the September EXCOM meeting. New member additions included Anna Stevenson (Category 3, OR); and Lorraine Riffin, Mark Scott, Ross Self, Lynn Quattro, and Bill Marshall (Category 3, SC). RQ has also sent emails to Ron Koth (Emeritus) and Francisco Catala (PR) but has not heard back from either of them.

This led to a broader discussion of the process for including Ron Koth as a member. EN stated that Ron did not need to pay \$25 for membership because he is an agency employee in a state with good standing. His membership then is covered by the state agency's fees. DW agreed that he should be listed as a General Council member. EN recommended that IFC check in with the state's Governing Council member, Lorraine Riffin (SC), as a courtesy so she knows who is involved from her state. CE agreed. DW asked if Governing Council members can veto General Council members from their state. CE stated that theoretically they could because the state agency acts as the spokesperson and agent for the state, but to his knowledge that the IFC has not dealt with that issue as being a problem in the past. DW asked if VS would be willing to initiate contact with Lorraine. VS agreed. However, EN recommended that he contact Lorraine as the person who's been in touch with her the most.

(TA comments received 11/28/18: Ron has retired from SD DNR and is now working as a consultant. Consequently, he determined that Ron does need to pay dues.)

(CE comments received 1/16/19: If Ron were still with an agency and a general council member then there would be no dues, but if he is emeritus then he would pay \$25. If he is honorary, there would be no cost.)

Action Item no. 14: EN will contact Lorraine Riggin (SC) to make sure she knows about Ron's participation.

CE asked what could be done to provide new Governing Council members with some orientation to the IFC. He recommended that in the future one EXCOM member provide newcomers with information of key elements of the website, bylaws, handbook and Strategic Plan. EN mentioned that he had gone through a similar process with Lorraine. This also relates to the proposal Tom distributed for discussion later in the meeting.

The discussion moved on to the subject of recruiting a member from ME. BM had volunteered to reach out to Peter Arrestad (on 9/10/18) but has not had any luck connecting with him on this topic. He recommended ME be one of the states where RDs contact the chief to garner participation (see Action Item no. 2). He would like to see a written request for IFC participation from the chief since New England states seldom have a person dedicated to instream flow issues. He would be willing to follow up with a phone call once a written request has been made. CE recommended he also reach out to Rick, who is currently acting as Director.

Action Item no. 15: completed; RQ added Anna Stevenson as a General Council member.

4. Treasurer Report (AB):

AB stated that not a lot has happened since the last meeting but did mention that there was a mistake on column 2 of the spreadsheet; in the subtotals \$12620 should read \$10943. He also mentioned that there have been more dues paid since October. The budget objective for dues has been met. In general, the council has spent less than budgeted. Things are steady where assets are concerned. All books are now at the Wyoming Game and Fish. A financial report has been filed with the state of Michigan; another will be filed with Montana in January.

5. Committee Reports:

Investment Update (AB):

The annuity with the Farm Bureau is only two years into its term. The Council will have to decide what to do next in a couple of years.

Finance Committee (RH):

RH reviewed the draft budget spreadsheet he sent the EXCOM on 11/26/18. The Finance Committee reviewed this draft; the spreadsheet will be approved by the Committee by December 31. He stated that General Income reflects savings from not having to store books with Bookmasters. Project Income is largely from Flow2018 profits. The proposed budget for the biennial 2020 meeting was kept the same as in 2016, per the Committee's recommendation.

CE asked if sufficient funds had been allocated for travel based on increasing costs. RH stated that they have been kept about the same. AB mentioned that costs had not hit budgeted amounts in the past and that allocated funds could be adjusted at a later date. CE thanked them for the clarification. He recognized that travel funds are essential for facilitating member participation at the meetings. EN thought that attendance at the PA was light and that future attendance can be improved by advertising the availability of funds to assist with travel expenses.

RH reviewed Expenses and pointed out that there were savings in both accountant and insurance fees. General travel expenses were decreased for 2018 because no meeting is planned for this year. DW asked if the budget once approved can be modified by the EXCOM. AB assured that it could. RH reminded the group that profits and expenses for FLOW2018 were incurred over the course of 2 years. AB mentioned that this makes FLOW 2018 look like there were more losses. DW asked if the total finances for FLOW 2018 had been summarized. AB said this was essentially what was summarized in the email sent out by TA in August.

DW thanked RH and the Committee for their work. DW asked if anyone would make a motion to approve the budget. EN made the motion; CE seconded; the budget was approved unanimously.

- 6. Website Update:** No website update was given as LM was unable to attend the meeting. DW noted that the website was still not fully functional and wondered if funds could be given to LM to fix the problem on her own time or used to hire someone to do so. DW noted the \$1250 in the budget allocated to the website. There is still some confusion over what is wrong with the website; the following discussion resulted in a request for LM to provide input on what is needed. CE is not opposed to hiring LM on her own time but thought Lauren should be contacted independently to define a) is she interested and b) if yes if there would be potential ethics issues she would have to clear with her agency.

Action Item no. 16: DW will contact LM to get her input on what is needed to fix website.

(LM comments received 11/28/18: LM noted the following as issues with the website – (1) database dropping registered users, (2) forums no longer functioning as they should, and (3) document uploads/downloads not functioning. She had been working with the service provider to try to address the first issue but they haven't been able to figure it out. They believe that either hardware updates (on their end) or software updates are causing these issues. She believes that they've given up trying to solve them. She recommends that a professional be hired, if there is money available. She stated that she doesn't have the time to continue working on website issues but can specifically identify the problems for a professional to resolve. She recommended the consultant that helped with FLOW 2018, who she found to be excellent, very trustworthy, and is paid in CDN dollars.)

- 7. Old Business:**
Update Bylaws Section III Structure/Membership and Section IV Annual Dues based on change approved at GC meeting 4-23-2018

This topic was discussed earlier in the meeting. Please refer to Action Item no. 12 above. EN will take the lead on drafting these changes.

2020 Biennial meeting discussion on Time and Place

DW and CE began a discussion on where to hold the 2020 meeting (Canada or Midwest). RQ reminded the group that the EXCOM had accepted a unanimous vote to move forward on going to MO and having Jason Persinger (JP) as a host (voted on 9/10/18). CE asked if any cities were identified. EN referred to JP's email sent on 9/17/18 where he mentions Columbia, Jefferson City, and Lake of the Ozarks as potential locations. DW noted that JP had already put some thoughts into locations and potential activities. CE suggested that a window of dates be tied down as soon as possible to help members block dates as part of travel planning and to build into agency budget planning cycles as relevant. DW agreed to work with JP to nail down potential dates. He will send a poll to the rest of the members to see what works best. EN reminded the group that planning of the biennial meeting falls to the President-elect and that they work with the host state to identify potential agenda, venues, activities and other logistics. RH agreed to work with JP. CE recommended that an estimate of registration fees also be included in the Regional Meeting Heads Up email to help members also build that cost into travel budgets for those that might be able to pay all or a portion of their own way. EN thought it would be good to remind members that travel grant funds are available if needed. He also offered to share with RH the templates he used for the meeting in PA. DW offered help wherever needed.

Action Item no. 17: RH will work with JP to nail down several potential dates for the meeting in 2020 and send these out as a poll to the rest of the Governing Council. A subsequent save-the-date email will also be sent out with information on potential registration fees and a reminder that travel funds are available.

8. New Business:

Executive Discussion on maintaining IFC relevance form members (DW/TA/EN/RH).

DW asked TA to lead a discussion on the proposal (emailed 11/27/18) to enhance member involvement. TA summarized the proposal that called for one or two people tasked with reviewing policies, personal actions plans etc. and sending these out to the group for review and discussion with the goal of encouraging members to use IFC products and increase networking opportunities. The position could be something like a "Director of Member Services". TA asked that the EXCOM look at the proposal, consider its merit, and discuss it at a later date.

CE mentioned TA's retirement party and expressed gratitude for his contributions.

DW saw a lot of value in the proposal. He thought new members could benefit from knowing background information, including the IFC's history and policies.

RH agreed with DW in seeing the value to members. He suggested that members could also benefit from the relating of IFC policies to state laws and regulations. Policies could be defined, background provided of what issues they encompass, and examples given on how they can be used. He is currently going through a similar process with CA's flow program.

TA agreed that providing information and support for application of policies would be useful and is part of the goals proposed.

CE stated that the proposal was a good summary and reminder of things the Council should already be doing but this has been difficult due to the high volume of turnovers to folks without knowledge of IFC history. He suggested that Directors-At-Large or RDs could help play the role defined in the proposal but it needs further discussion. He recommended that another call take place to better define the responsibilities of individual members and differentiate what this proposal might do versus what can be done with existing resources and duties. He stated that everything is already in place to make proposed actions happen and asked how the Strategic Plan can be tied to the proposal and a call can define what else might be needed for successful outcomes using the draft as the basis for talking points to flesh out. He thought there might be several options for achievement including combinations of what is included in the draft proposal.

EN agreed that a structure and framework already exist but the fact that it isn't getting done suggests that a new approach is needed. He believed the proposal provides a method for reflecting on how the reasons for establishing the IFC are still applicable today. He agreed that there is a need to educate members as well as for the IFC to reinvent itself as needed in order to keep members engaged and involved. He stated that the proposal is attractive because it gets at that. His discussions with Lorraine provided an example of how members want to know what membership "buys" them.

CE stated that the mechanism to do this is already in place but that members have to agree to make it happen. He suggested the proposed actions be captured in the handbook as a reminder that members should always be doing this work. He stated that RDs should be the ones taking charge of this work after some training. He supported this draft proposal as a way to get the work going but that it should be later continued by the RDs. He mentioned that IFC relevancy is maintained through the updating of book chapters and hosting of flow workshops.

TA agreed with EN and CE about members having needs but that needs today are likely different than they were in 1998. He suggested the proposal would create dialogue to see how policies are useful and provide a process for members to talk to one another.

CE agreed with TA and recommended that the proposal be applied now but integrated into the bigger IFC picture.

[TA and JL signed off]

CE volunteered to work with TA to flush out the proposal. DW recommended that further discussion be held off until the next EXCOM meeting and that an informal committee be put together to work on the proposal. He asked CE to be part of this committee. CE agreed and recommended the past and elect Presidents be part of the committee too. Both RH and EN agreed to participate. CE reiterated his prior recommendations that EXCOM committee members read the Strategic Plan as updated by DW and EN. DW asked that other EXCOM members interested in participating in the committee send him an email.

(TA comments received on 11/28/18: He did not agree that the mechanism is in place to do what's being proposed - thus the proposal. He did not think this is something that can readily be assigned to RD's. He suggested the job fall to folks with first-hand experience with the books

and IIFPI - either helping to write them or used them on a regular basis. He explained that it takes someone with time to start and stick with this project. The proposal as developed is to send out brief snippets of information - one policy, one action plan, and a brief explanation of each - so as not to overwhelm members and thus encourage them to participate. He concluded that the work requires a manager. He recommended that an older member work together with a younger member, who's keen to learn all they can in the process of implementing this effort. He noted that while someone could do this now, history has shown how hard it's been to implement even one or two new elements from the strategic plan. He suggested these as topics for discussion on the next call.)

Action Item 18: No more action until more internal background discussion per summaries above. Members in addition to TA, RH, EN and CE that would like to participate in this discussion / committee should send Dave an email.

Revisions to and conversion of Book 2

This topic was discussed earlier in the meeting. Please refer to Action Item no. 11 above. The process for converting and updating book 2 will be discussed and identified at the next EXCOM meeting.

Action Item 19: Review April 2018 IFC General Council Meeting Notes related to this topic prior to next Excom Meeting

Other Business:

CE asked if TA's status will be changed to Honorary upon his retirement and also mentioned that Jay Skinner's status should also change once he retired at the end of the year. EN mentioned that the EXCOM discussed the topic at the April EXCOM meeting and decided that any past President retiring from an agency will be given Honorary membership. CE recommended that the change in status be dealt with before TA's and JS' retirement.

Action Item no. 20: RQ will change TA's and JS' status to Honorary once given the go-ahead by DW and other powers that be.

CE mentioned that the public doctrine series put together by IFC was now available online. He will provide a link to the website.

[CE comments received 1/16/19: see links below to access the *National Instream Flow Program Assessment (NIFPA) Public Trust Doctrine (PTD) 101 to 104* series of online videos. The original NIFPA workshop and hard copy versions of these resulting PTD video products were also referenced as part of the April 2018 Governing Council Biennial Meeting *History of the IFC Overview* power point and oral presentation by Eric N. As shared at the April meeting, NIFPA participants, Charter IFC governing council members, and subsequent generations of IFC governing council and general council members were provided VHS and DVD versions of this PTD series until the inventories were depleted. Because this PTD information is important, relates to IFC core values, and remains relevant to the IFC and the public, these MP4 versions were produced per follow-up to a suggestion by DW.]

To view a video online, copy the relevant link, insert link into browser and press "enter". You will need to a program or application on your viewing platform that allows you to view MP4 files.

PTD 101 Introduction to the Public Trust Doctrine (1hr. 19 min.). PTD 101 is subdivided into 2 parts: 101A & 101B.

http://www.arlis.org/docs/vol1/N/NIFPA/PTD_101.mp4

PTD 102 Perspectives on Water Law Doctrines (1 hr. 2 min.)

http://www.arlis.org/docs/vol1/N/NIFPA/PTD_102.mp4

PTD 103A PTD Case Histories Part 1 of 2 (2 hrs. 1 min.)

http://www.arlis.org/docs/vol1/N/NIFPA/PTD_103A.mp4

PTD 103B PTD Case Histories (continued) Part 2 of 2 (2hrs. 26min.)

http://www.arlis.org/docs/vol1/N/NIFPA/PTD_103B.mp4

PTB 104 Q&A (1hr. 23min.)

http://www.arlis.org/docs/vol1/N/NIFPA/PTD_104.mp4

9. Adjourn:

DW adjourned the meeting at 1:09 am MST time.