Instream Flow Council

**Executive Committee Meeting** **Agenda**

**April 17, 2019**

**11:00am Mountain Time**

**Number: 888-865-8337**

**Meeting ID: 7607#**

**Present Voting Officers Not Present**

Dave Weedman (President) DW Eric Nagid (Past President) EN

Robert Holmes (President elect) RH Josie Lathrop (RD 2) JL

Andy Brummond (Treasurer) AB Jim Burroughs (RD 3) JB

Rebecca Quinones (Secretary) RQ

Joe Klein (RD 1) JK **Regional Director Elects**

Brian Murphy (RD 4) BM RD 1 Elect Del Lobb - WY

Lauren Makowecki (RD 5) LM RD 3 Elect Vann Stancil – NC

Tom Annear (Director At-Large) TA RD 4 Elect Chris Belluci - CT

Christopher Estes (Director At-Large) CE RD 5 Elect Rich McCleary-BC

**Regional Director Elects**

RD 2 Elect Mark Van Scoyoc - KS

**Agenda Items**

1. Determination of Quorum

The meeting started at 11:10 am MST after a quorum of 8 voting members was determined. AB joined later in the meeting.

1. Approve Agenda

DW asked if changes to the agenda were requested; none were. Agenda was approved without any changes.

1. Secretary Report (RQ and all)
* Approve Nov. 26, 2018 Ex Com Minutes (draft was distributed prior to call).

RQ reported that comments from TA, LM, and CE were incorporated into the last EXCOM meeting notes; notes were approved by DW, EN and BM prior to 4/17. However, two changes were made to the meeting notes on 4/17, visible in the version RQ sent earlier in the day through track changes. BM made a motion to approve the notes as updated on 4/17. CE seconded the motion. Updated meeting notes will be send out to the EXCOM and added to IFC files by RQ.

* Dues/Membership updates

RQ reported that there are currently 97 IFC members. In the Governing Council, 49 of 61 positions are filled (80%), with the latest addition of Dan Goetz from MD. 37 members have paid 2019 dues so far. 13 positions in the Governing Council continue unfilled; these are in: Delaware, Illinois, Indiana, Kentucky, Maine, Newfoundland and Labrador, New Jersey, Nova Scotia, Ontario, Prince Edward, Puerto Rico, Quebec, and Saskatchewan.

1. Treasurer Report (AB)

DW: Commented that AB was not available at the beginning of the call but that he had sent a bank statement and an update on dues paid. No first quarter report was sent. DW tabled further updates until AB was available.

1. Committee Reports:
	* Investment Update (AB)
	* Finance Committee (RH will present FY 19-20 budget for approval)

DW tabled these topics as AB was not available to discuss them.

1. Old Business-outstanding items from Nov. minutes
* Membership outreach to Fish Chiefs

DW commented that outreach to the Chiefs resulted in the recruitment of Dan Goetz in Maryland. He asked if Lorraine Riggin was included as a member in the latest roster. RQ verified that she was included as a category 3 member. DW asked if there should be another effort for recruitment but maybe this time through the RDs. CE thinks the IFC is in good shape for membership given that it’s the early part of the year but he will coordinate to keep Chiefs up to date on member participation. He mentioned that JP is the new chair of the AFWA water subcommittee so he is poised to help coordinate with the Chiefs. He thinks that coordination with the RDs is important in this process.

Action Item: CE will coordinate with AB, RQ, and JP to provide the Chiefs with an updated list of members.

BM reminded the group of the email he sent a couple of weeks back stating that he was presenting to the northeastern Chiefs at the NEAFWA conference on 4/14/19. He was able to do a 5-10 minute presentation during their business meeting on the benefits of IFC participation at which he requested their continued or new support. Todd Richards, past IFC President, provided examples on how IFC participation benefitted his career at the meeting. BM thought this was an efficient way to reach a large number of Chiefs. He will follow up with states not participating in his region including NJ, ME, and DE but will also follow up with staff that may be better informed of who on the agency is dedicated to working with instream flows.

DW thanked BM for his efforts and marked this action item “done” but ongoing. LM requested that RDs look at the website to make sure all states in their regions were accounted for. DW will send out a request.

Action Item: DW will contact the RDs to have them check the website for pertinent information on each state within their region. (LM was there more to be requested here?)

* Criteria for posting in Resources section of website-CE/LM

DW asked for updates from CE and LM. LM reported that she and CE have discussed it. They will provide the EXCOM with something to review in a couple of weeks. DW thanked both for their efforts.

Action Item: LM and CE will provide the EXCOM with materials to review.

* Flow 2018 5-10 page summary - DW

DW reported that the summary has not been written and asked for volunteers to help him take this item off his plate. Item will be labeled as “ongoing” for now. LM asked if an email will be sent to attendees to let them know that presentations and award summaries are now on the website. DW had sent an email out after the transcripts were posted but is willing to send out another one that includes the awards if LM can provide an email list. LM can provide DW with and email list.

Action Item: DW will send out email to Flow2018 attendees once he receives an email list from LM.

* List serve update

LM reported that she has been working with the listserve providers. They have identified problems with emails not getting through to all members. These are likely due to firewalls at the member’s agencies and that is not something they can address. If the issue can’t be resolved, she suggested that the IFC may need a new listserve provider in the future. DW recommended that two emails be sent out to members; one through the listserve and one through email to gage the extent of the problem. LM supported the idea and will generate email list so this can be done.

Action Item: DW will send members two emails; one via the listserve and one through email to determine the extent of the problem. LM will provide email list.

* Update Bylaws Section III Structure/Membership and Section IV Annual Dues based on change approved at GC meeting 4-23-2018 and distribute revised bylaws to membership.

DW reported that EN had drafted bylaws and sent these to some EXCOM members for review. These will be posted once website goes live again. Item is now completed. CE asked if the bylaws could be forwarded to all EXCOM members. DW will send the document out.

Action Item: DW or EN will forward bylaws to be posted on the website to all EXCOM members.

* Books 2 and 3 online sales and conversion to digital versions

DW and TA have discussed how to package books 2 and 3 together. DW asked TA if a price could be settled on now. TA recommended that book 2 be sold for $50; books 2 and 3 together for $60. DW suggested book 3 alone should be sold for $25. TA would like to keep some hard copies to teach with. CE asked about the current inventory and location of the books. TA mentioned that all books are now in Wyoming. DW found that AB reported 144 copies of book 2 and 303 copies of book 3 in a recent document. TA added that those numbers are still pretty close but that a few book 2s (3-5 books) had sold since the report. TA suggested that books be advertised and sold through the website for the prices noted above. CE asked how postage fees would be dealt with. TA stated that postage fees are not charged now; the current process is that orders go to AB, AB sends the order to DL who ships the books out; WY Game and Fish cover the costs of shipping. CE asked how sales tax would be dealt with, if applicable under new Federal laws. TA and CE agreed that whatever process was used had to be legal. TA suggested that books could be given to folks who make donations instead of selling them. TA mentioned that AB has legal counsel in MT that he can check with. AB joined the meeting and stated that he did not have time to deal with sales tax if required; he recommended that books not be sold if state tax was required. AB will follow up with legal counsel. TA suggested that books could be given away instead of sold. DW suggested that books be given away at the next biennial meeting to new members that didn’t have them. BM and CE thought this was a good idea.

[Conversion of books to electronic format was not discussed.]

Action item: AB will ask legal counsel if sales tax is required by law if books are sold.

* Executive Discussion on maintaining IFC relevance for members- aka Annear Proposal (DW/TA/EN/RH) (see included proposal)

CE and TA have been in discussion on how to proceed. TA mentioned the goal was to have an uncomplicated method for improving member’s effectiveness in managing water while using many of the existing IFC tools. He mentioned that there are more than 100 strategies to draw from and each one could be used as a topic to generate member discussion. He can develop a template for the EXCOM to review. CE could work with the RDs and RD elects to kick start the process so that there is follow-up to encourage participation from each region. CE shared that the process should be started sooner than later so that lessons learned could be shared at the biennial meeting, perhaps through a summary presentation by TA. TA didn’t believe that approval was needed to begin the process but that approval may be necessary to have CE work with the RDs. CE thought that email could be used to contact members if there were concerns about sensitive information. TA would leave it up to the individuals to decide how they would like to participate. DW opened the floor to additional feedback. CE noted that this would be another way for members to share at the regional level since regional meetings seemed difficult to hold on a regular basis even at the biennial meetings. DW acknowledged that he himself had trouble holding regional meetings as a RD. BM noted that time was also a problem at Flow2018 when there was not enough time to share in the business meeting. DW thought it would be easier to build time for the regions to meet at the meeting in MO since it would only be attended by members. RH expressed support for the proposal and thought it a good way to keep members relevant. He has used material from the IFC books in his staff meetings, particularly in providing guidance on how to respond to water vs. fish issues. He thought a presentation by TA at the next biennial meeting was a good idea. CE suggested that the meeting in MO also build on themes in Flow2018 to bring up to speed members that could not attend. DW asked for further thoughts on the proposal and added that TA and CE should begin the process. CE would like to hear from RDs first to know if anyone does not want to participate. MV supported the proposal as being a good way to remind folks of strategies; he felt that repetition of these ideas is not redundant but rather helps keep members relevant. DW thought that the initial contact from TA could go out through the listserve so members could still get the information even if RDs were not involved. CE mentioned that he and TA are still working on implementation logistics. TA presented a two-step process where he would develop and send out a topic, RDs would look at it and work with or without CE to see how they wanted to handle it in each region. It would be up to the RD to build a regional network. CE will work with TA to write up the process to be followed. DW stated that a product was not necessarily needed, only clarification on the flow of information. TA recommended that the process be kept as simple as possible. CE suggested that it may not be so simple but it may become simpler once the listserve is up and running. JK noted that the process is still unclear and asked if a draft could be provided for RDs to look at; he mentioned that relevant issues may differ by region. He thinks review of a draft would be helpful and provide an opportunity for feedback. CE agreed that this would be a good way to get buy-in from RDs.

Action items: TA will draft a template of a “relevance” discussion topic with instructions on how to respond. He will share this with EXCOM for review. CE and TA will write up a process to be followed.

* IFC Award Language, Bylaws and Handbook updates-DW/EN

DW and EN have made some progress on this front; minutes from November 2018 EXCOM meeting are still applicable. DW and EN will bring proposed changes to the biennial meeting.

Action item: DW and EN will bring proposed changes to award language, bylaws and handbook to the biennial meeting.

* Website Repair update

DW and LM have been working with a website programmer from WA to identify and fix problems. DW thanked the EXCOM for approving the budget to fix the website. LM mentioned that TJ (the programmer) is working to fix hardcoding problems; he will 1. Completely reinstall the website with better updates, 2. Fix the document management system, 3. Complete a security check. Work is estimated to be completed in 2-3 weeks. LM and KS (WA) will maintain content on site once updates are completed. DW believes the website will now be an organized and protected space that can be used for internal communication and external recruitment. BM asked if there would be any size limits on uploaded documents. LM thought not; nor should there be a limit on the type of format that can be used (ppt, word etc.).

1. New Business
* 2020 Biennial Meeting-Proposed Contract review and approval-JP/RH (draft attached)

JP reported that he has been working with RH; originally, they accepted proposals from 8 hotels but narrowed it down to the Broadway. It was chosen because of its location, near downtown, and because it offered an airport shuttle. It was slightly more expensive but within the same ballpark of other hotels. He addressed AB’s question on the number of rooms committed to, by clarifying that they would only be committed to 80% of the rooms (120 of 150 rooms, refer to page 2 in the contract). JP used the previous two meetings to estimate the number of room needed but that numbers could still be changed. AB appreciated the flexibility this offered. JP asked for feedback on the number of rooms reserved for Saturday and Sunday. CE asked when the contract would need to be signed. JP answered that the current version is good through 4/24 but that he saw no problems in making changes and asking for an extension. CE asked if member participation to the meeting should be tallied before signing contract. AB thought a poll at this point may not provide much information because the meeting is still more than a year out. AB thought that the 5 rooms on two Saturdays may not be necessary; he recommended that instead of committing to rooms on Saturdays that JP ask the hotel to honor the price if members would like to arrive earlier or leave later. JP didn’t think this would be a problem because the hotel was already giving IFC the government rate. JP addressed AB’s question on the commissional/noncommissional line item; he said that this only applied to travel agents and not the IFC. CE and LM thanked JP for his hard work. LM asked if JP knew of any big events in town that weekend that may impact room availability. JP stated that he didn’t think so; the hotel saw April as a down month and nothing was noted for city events. DW and CE agreed with AB’s idea to remove rooms for the two Saturdays. CE suggested that a room could always be found elsewhere if it was necessary as done in PA. DW asked for further questions from the group. CE asked what was next once the contract is signed. RH listed next steps as: send out a save-the-date notice, start work on the agenda, and determine a theme perhaps centered on the idea of how IFC can help members in their careers. RH suggested the agenda format as: M arrival and evening reception, T-TH full meeting days with W being the field day and TH having the evening banquet, F morning for EXCOM meeting. JP listed his next steps as locking down the offsite social on T and field trip on W, putting agenda together with RH, and making food decisions as the dates get closer. CE thanked JP and RH. RH acknowledged the heavy-lifting being done by JP. JP mentioned that the hotel is flexible on how rooms are paid for – either by individuals or by blocks. RH asked if a vote was necessary to approve the contract as amended with the deletion of rooms reserved for two Saturdays. DW asked if he, AB or JP would sign the contract. AB thought JP could sign. CE made a motion to allow JP to sign contract as amended (deletion of rooms on two Saturdays). AB seconded the motion. DW asked if anyone opposed; none did. Motion was granted. DW asked JP to make the changes to the contract but have the EXCOM do a final review for a couple of days before it was signed. JP agreed. He will try to get updated contract to EXCOM in the next couple of days so the contract could be signed middle of next week. AB asked JP to contact him with instructions on how payment should be made. JP agreed. DW thanked JP.

Action item: JP will make changes to hotel contract as discussed in the meeting and allow the EXCOM to review it before signing.

DW asked AB if he wanted to give the Treasurer’s Report now. AB mentioned the assets in 2018 were relatively unchanged – but some money for Flow2018 was accounted for in 2017. He stated that taxes were being prepared and that anyone with financial questions should contact him. DW thanked AB.

1. Adjourn (DW)

DW asked if there was any other business to discuss. Upon a lack of response, DW thanked the group and LM made a motion to adjourn; RQ seconded the motion. Meeting was adjourned at 12:58 MST.