

**PROCEDURE MANUAL**

**ALASKA CHAPTER**

**of the**

**AMERICAN FISHERIES SOCIETY**

**May 2011**

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## **PURPOSE OF MANUAL**

This manual is a living document prepared as a reference source for officers, committee chairs, and members of the Alaska Chapter of the American Fisheries Society (AFS). This manual has originated from the Administrative Handbook developed in February 1978. The manual describes the general structure and operation of the Alaska Chapter, duties and responsibilities of officers and committees as prescribed in the Bylaws (Appendix A). This manual serves as an information resource for members. The manual and the Chapter should be open to new ideas and changes that will result in a better organization and improvements in our profession.

## **CHAPTER OBJECTIVES**

The objectives of the Alaska Chapter are to promote scientific research and enlightened management of aquatic resources of Alaska for optimum use and enjoyment by the public, and to encourage comprehensive and continuing education for fisheries scientists.

## **CHAPTER MEMBERSHIP**

The Alaska Chapter membership is open to the members of the AFS Parent Society. The Chapter membership consists of: 1) regular membership and 2) lifetime membership. The lifetime membership is available only to the lifetime members of the AFS Parent Society. The lifetime Chapter membership was established during the business meeting on November 4, 2009. Since the foundation of the Alaska Chapter in 1974, the Chapter membership has subsequently ranged from 310 to 578 members (Table 1).

## **CHAPTER HISTORY**

The Alaska Chapter AFS was initiated in 1971 by Jon Nelson, a USFW fish biologist, who transferred to Kenai, Alaska, from Bismarck, North Dakota. He sent a petition to organize the Alaska Chapter with 14 signatures (10 were required) in July 1972. The petition was approved by the Executive Committee of the Parent Society in September 1972 at the annual AFS meeting in Hot Springs, Arkansas. For some reason not apparent in Chapter records, the Executive committee re-approved petition at the 1973 annual meeting in Orlando, Florida.

The initial meeting to incorporate the Alaska Chapter was held in Juneau on May 22-23, 1974. Bylaws were drafted, Jon Nelson was elected President, Chuck Meacham became the Vice-President, and Al Davis became Secretary-Treasurer. Since the initial meeting, the Chapter has been holding an annual Chapter meeting at a variety of locations across Alaska (Table 2).

The Annual Meeting continues to be the cornerstone of the Alaska Chapter. The meeting provides an opportunity for a diverse group involved in fisheries to share information and learn about the spectrum of management and research for the conservation and utilization of aquatic resources in Alaska. Providing this forum and opportunity to develop our profession remains a vital role of the Chapter.

As the Chapter has developed, the number and range of activities have evolved beyond the Annual Meeting to provide fisheries science development and communication opportunities, including regular, well-attended Continuing Education courses.

Many educational projects have resulted in peer-reviewed published reports. For example, in 1987 the Chapter sponsored the Alaska Chinook Salmon Workshop with proceedings published in a NMFS Processed Report<sup>1</sup>. The Alaska Chapter organized a series of Fish Habitat Improvement Workshops that began in 1989 and resulted in a statewide symposium “Aquatic Habitat Restoration in Northern Ecosystems” in 1994<sup>2</sup>. In 1989 and 2005, the Chapter hosted the AFS Parent Society Annual Meetings. In 1992, the Chapter held the Symposium on Fish Ecology in Arctic North America<sup>3</sup>, and in 1993 we co-sponsored the *Exxon Valdez* Oil Spill Symposium<sup>4</sup>. During September 30 - October 3, 1998, the Chapter co-hosted a joint meeting with the AFS Western Division and the Alaska Sea Grant Lowell Wakefield Fisheries Symposium, with the theme of “Ecosystem Considerations in Fisheries Management”<sup>5</sup>. In 2002, the Chapter, in cooperation with the U.S. Geological Survey, published the annotated key, “Fishes of Alaska.”<sup>6</sup> As vehicles to recognize professional achievement, the Chapter has also established the Wally Noerenberg Award, the Meritorious Service Award, and the Alaska Chapter Service Award. To encourage professional development, the Chapter has established Cultural Diversity and Student Travel Awards. In 2004, the Chapter established Molly Ahlgren Scholarship Award for deservating undergraduate students attending Alaskan universities.

Our growing responsibilities are commensurate with the increasingly complex demands and expectations the public has of aquatic resources. The Chapter has become more involved in resource policy issues. We have commented on a wide range of policy decisions, including forestry practices; riparian habitat protection; instream flow; no-net loss of wetlands; and the establishment of sanctuaries for the conservation of genetic diversity in our anadromous fish populations. In 1993, the Chapter began a project to assess the status of Pacific salmon and steelhead stocks in Alaska, including the identification of stocks that are at risk of extinction from anthropogenic and natural factors. With primary support from The Pew Charitable Trusts, the Chapter review of Pacific salmon and steelhead in Southeast Alaska was published in *Fisheries* in 1996<sup>7</sup>.

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<sup>1</sup> Heard, W. R. (rapporteur). 1988. Report of the 1987 Alaska Chinook salmon workshop. NOAA Northwest and Alaska Fisheries Center Processed Report 88-06, Juneau.

<sup>2</sup> Koski, K, and W.J. Hauser, [eds.]. 1984. Aquatic habitat restoration in northern ecosystems. Proceedings of the Symposium on Aquatic Habitat Restoration in Northern Ecosystems, Girdwood, Alaska 19-22 September 1994, 97 p.

<sup>3</sup> Reynolds, J.B. [Ed.]. 1997. Fish ecology in North America. American Fisheries Society, Symposium 19, Bethesda, 345 p.

<sup>4</sup> Rice, S.D., R.B. Spies, D.A. Wolfe, and B.A. Wright [eds.]. 1996. Proceedings of the *Exxon Valdez* Oil Spill Symposium, American Fisheries Society, Bethesda, MD.

<sup>5</sup> University of Alaska Sea Grant. 1999. Ecosystem approaches for fisheries management. University of Alaska Sea Grant, AK-SG-99-01, Fairbanks, 756 pp.

<sup>6</sup> Mecklenburg, C.W., T.A. Mecklenburg, and L.K. Thorsteinson. 2002. *Fishes of Alaska*. American Fisheries Society, Bethesda, 1037 p.

<sup>7</sup> Baker, T.T., A.C. Wertheimer, R.D. Burkett, R. Dunlap, D.M. Eggers, E.I. Fritts, A.J. Gharrett, R.A. Holmes, and R.L. Wilmot. 1996. Status of Pacific salmon and steelhead escapements in Southeastern Alaska. *Fisheries* 21(10):6-18.

Reflective of the diverse program of professional activities and accomplishments, the Alaska Chapter received the Outstanding Chapter Award from the parent society in 1995 and 1999.

The duties and responsibilities of officers and committee members of the Alaska Chapter have also increased as Chapter activities have expanded. To support Chapter activities, the Chapter maintains from 15 to 20 ad hoc committees.

This manual is intended to clarify the responsibilities of officers and committee members and to provide more details than are found in the Alaska Chapter bylaws. Because the duties and responsibilities of the Chapter will continue to evolve, this manual, a living document, will require annual updating and revision, which will be a duty of the Immediate Past President with assistance from the Resolutions and Bylaws Committee.

## **DUTIES OF OFFICERS**

Section 3 of the bylaws states that the officers of the Alaska Chapter consist of a President, President-Elect, Vice-President, Past President, Secretary, and Treasurer. Terms of the President, President-Elect, and Vice-President are one year. At the end of, or in case of a vacated position during the term, the President is succeeded by the President-Elect who is succeeded by the Vice-President. Terms of the Secretary and Treasurer are two years.

The Vice-President, Secretary, and Treasurer are elected from ballots presented in the Chapter newsletter, *Oncorhynchus*. The Vice-President's election occurs annually, the Secretary's election occurs on odd numbered years, and the Treasurer's election occurs on even numbered years.

### *Past-President*

The Past-President serves as a voting member of the Executive Committee. Responsibilities of the Past-President include:

- Distribute copies of the Bylaws and Procedures Manual to new officers,
- On an annual basis, update and revise the Procedures Manual with assistance from the Resolutions and Bylaws Committee,
- Seek and recommend nominations for officers to the Executive Committee and provide biographies of the nominees for office and the ballot format for the fall issue of *Oncorhynchus*,
- Coordinate an election when an office is vacated,
- Update the Bylaws to reflect changes approved by the membership, and forward Chapter Bylaw changes to the Parent Society Constitutional Consultant and Parent Society Executive Committee for approval,
- Advise the Resolutions and Bylaws Committee on updates to the Procedures Manual,
- With approval of the Executive Committee, nominate recent Chapter award recipients for appropriate awards given by the Western Division; and,
- Forward relevant reports and correspondence from his/her year as President to the Chapter Historian for archival including notes from the previous year's Chapter business meeting, Executive Committee teleconferences, and copies of the *Oncorhynchus* from the year served as Chapter President.

## *President*

Section 4 of the bylaws states, "the President of the Chapter shall preside at all meetings, serve as the Chairperson of the Executive Committee, represent the Chapter to the Western Division and the American Fisheries Society, and make such appointments and perform other duties and functions as are authorized and necessary."

The President represents the Alaska Chapter and is responsible for oversight of all aspects of Chapter operation, ensuring Chapter, Western Division, and the Society goals and objectives are met on an annual and long term basis.

The President serves as a voting member of the Western Division Executive Committee, responds to issues brought to the Chapter's attention by the Parent Society, Western Division, Chapter membership, and members of the public, and keeps Society staff and officers and Western Division officers informed of Chapter activities. The President will attend either the mid-year or annual meeting of the Society Executive Committee at Chapter expense. If unable to attend either of these meetings, the President shall designate another member of the Executive Committee to attend.

The President is the first Chapter contact for individuals soliciting information or financial contributions and needs to be prepared to either respond directly or defer such requests to other committee chairs or members. The President is responsible for editing, signing, or designating a signer for all Chapter correspondence and disbursing Chapter funds as authorized by the Chapter Executive Committee.

Other President's duties include:

- Preside over the annual Chapter meeting and extend an invitation to the Division and Society leadership,
- Chair the annual business meeting of the Chapter and appoint a qualified member to serve as parliamentarian at that meeting,
- Chair and prepare agendas for the monthly or bi-monthly Chapter Executive Committee teleconferences,
- Inform the President-Elect and other Executive Committee members of Chapter activities so that, if necessary, the President-Elect can perform the duties of the President,
- Form special committees of the Chapter, appoint chairpersons for all standing and special committees, and inform the Chapter membership about committee chairs and activities. Communicate regularly with committee chairs to ensure that committee responsibilities are actively pursued,
- Request committee chairs to prepare annual reports as prescribed in the Society Procedure Manual; and,
- The President will submit a President's report for inclusion in each quarterly issue of the Chapter newsletter, *Oncorhynchus*.

### *President-Elect*

Section 4 of the bylaws states that, "the President-Elect shall be chairperson of the Program Committee and shall assume the duties of the President in the event of his/her inability to act."

The President-Elect serves as a voting member of the Executive Committee. Duties of the President-Elect include:

- Work closely with the President to provide continuity of the Chapter activities into the next year,
- Coordinate all arrangements for the annual Chapter meeting, including time, location, meals, program, keynote speaker, guest lecturer, silent auction, etc. Order, through the Society liaison, a Past-President's plaque for presentation to the outgoing President at the annual Chapter business meeting; and,
- Anticipate and make necessary committee chair appointments immediately after succession to President or as is necessary during the term as President. Disburse Chapter funds as authorized by the Chapter Executive Committee.

### *Vice-President*

Section 4 of the bylaws states that "The Vice-President shall be Chairperson of the Membership Committee, shall assist the President-Elect in the planning and preparation of the annual meeting as mutually agreed on, and shall perform other duties as assigned."

The Vice-President serves as a voting member of the Executive Committee. Duties of the Vice-President include:

- Seek out and appoint Chapter members to serve on the Membership Committee and work with the Membership Committee to increase membership; and,
- Assist the President-Elect in the organization of the Annual Meeting and disburse Chapter funds as authorized by the Chapter Executive Committee.

### *Secretary*

Record the minutes of the annual business meeting and submit a copy for proofreading to the AK Chapter Executive Committee within 30 days of said meeting. In addition the secretary compiles minutes of the Executive Committee teleconference calls and discharges other duties that may be required by the Society Executive Director and officers of the Western Division."

The Secretary serves as a voting member of the Executive Committee. Duties of the Secretary include:

- Prepare and distribute minutes of the annual business meeting and Chapter Executive Committee meetings to members of the Executive Committee; and,
- Maintain records of activities, minutes, and other aspects of the Chapter and forward these records to the incoming Secretary.

### *Treasurer*

Section 4 of the Bylaws states that “The Treasurer shall collect and be custodian of Chapter funds; disburse funds as authorized by the Executive Committee or membership; submit a record at the annual Chapter meeting that summarizes receipt of payments and disbursements for the preceding fiscal year that extends to the previous year's annual meeting; and discharge other duties that may be required by the Executive Director of the American Fisheries Society and officers of the Western Division.”

The Treasurer serves as a voting member of the Executive Committee. Duties of the Treasurer are listed in detail in Appendix B and summarized below:

- Maintain records of financial transactions, membership payments, and all other records related to managing the Chapter funds and forwards these records to the incoming Treasurer,
- Forward to Parent Society any membership payments received during the Alaska Chapter’s Annual Meeting,
- Receive, hold, invest, and disburse funds as needed for Chapter functions and approved by the Executive Committee,
- Maintain financial records in standard accounting format as needed for review by Chapter and Society officers,
- Prepare an annual financial report for submission to the membership at the annual business meeting and as needed for state and federal revenue agencies,
- With approval of the Executive Committee, arrange for periodic independent third-party audits of the Chapter ledger,
- Maintain letterhead and supplies and the Chapter computers/printers; and,
- Serve as a standing member of the Chapter Financial Assets Oversight Committee and the Molly Ahlgren Scholarship Committee.

The Treasurer may spend up to \$500 without seeking approval of the Executive Committee. Checks will be deposited in person. Two signatures, preferably from the Treasurer and President, are required for all checks for expenditures from Chapter accounts equal to or above \$2,000. Executive Committee members have check signing authority and signature cards will be updated after each annual Chapter meeting.

### *Student Subunit*

The Student Subunit was previously called the Arctic Unit, until a bylaws change in 1993 that made it specifically a student organization of the Alaska Chapter. Section 11 of the Bylaws states that “The Alaska Student Unit is a statewide organization of Alaska Chapter members who are AFS student members. The Alaska Student Unit provides representation for and attention toward issues concerning students of fisheries and aquatic sciences.”

Although Student Unit meetings are open to anyone, only student members of the American Fisheries Society who are enrolled at an Alaskan university or college may hold office or vote in the Unit. Student members on any university or college campus in Alaska may organize a campus group of the Student Unit, including group officers. Each group must have a faculty advisor who is also a member of the Alaska Chapter.

The Student Subunit President serves as a voting member of the Chapter Executive Committee, representing student interests. The position of Student Subunit President rotates annually among the presidents of the campus groups.

### *Chapter Historian*

The Chapter Historian is appointed by the Chapter President, with the concurrence of the Executive Committee. The Historian serves at the discretion of the Chapter President for an indefinite period. The Historian maintains historical records of the Chapter and makes them available, as needed and contingent upon available funds, to the Executive Committee, to the membership at Chapter events, and to interested individuals. The Historian prepares summaries of Chapter history upon request of the Executive Committee.

The Chapter Historian maintains the Chapter archives, a detailed set of important Chapter documents and photographs, and the Chapter scrapbook, a book of selected documents and photographs for display at Chapter events. The Historian uses these documents to prepare reports or summaries of historical value the Society or to the Chapter membership.

Each year, the Historian shall:

- Prepare a file folder in the archives for the year beginning just after an annual meeting and ending at the conclusion of the next annual meeting,
- Receive and actively collect Chapter documents and photographs for the current year and file them in the archives, including a complete annual set of *Oncorhynchus*, the Chapter newsletter, and non-Chapter materials relating to activities and events,
- Attend the annual Chapter meeting, or is represented at the annual meeting. Serve as meeting photographer, taking group photographs of session speakers and officers, and of members at various annual meeting activities. Collect programs and other materials of historical value to the Chapter,
- Receive from the outgoing President, soon after the annual meeting, a package of important, non-sensitive documents, such as letters to/from VIPs outside the Chapter, that the President

deems useful for the archives (routine correspondence is not useful), Executive Committee teleconference notes, etc.,

- Complete an annual entry of selected materials (duplicates of the archive materials) into the scrapbook soon after the annual meeting in order to bring the scrapbook up to date for future display.

The Historian also continually seeks to acquire documents and photographs for earlier years, not in the archives, in order to make the Chapter historical record more complete.

### *Newsletter Editor*

The Editor of the Chapter Newsletter, *Oncorhynchus*, is appointed by the Chapter President. The Editor is responsible for publishing at least four newsletters each year: Winter, Spring, Summer, and Fall issues. Each issue will be mailed so that the membership will receive the newsletter on about the 1st of January (Winter), April (Spring), July (Summer), and October (Fall). A new volume number starts with the Winter issue. The deadline for submission of newsletter articles will be the 10th of the month preceding the issue date.

Each newsletter will include a President's Corner. Other items for newsletter publication are Chapter, Division, and Parent Society news; information on the annual meeting, schedule of upcoming events, requests for award nominations; and other appropriate Chapter business. The Fall issue shall include a description of nominees for Chapter office, a ballot for voting for Chapter officers, and a registration form for the annual meeting. At the Editor's discretion and time availability, the newsletter may also include a feature article, information on upcoming meetings, and other newsworthy items about Alaska Chapter members including awards, new books, obituaries, and retirements. The editor may solicit these additional contributions quarterly on or about the first day of the month preceding the issue date on the Alaska Chapter listserv at [akchap@fisheriessociety.org](mailto:akchap@fisheriessociety.org).

The Newsletter Editor is responsible for maintaining the Chapter's relationship with the printer, including providing electronic copy to the printer.

### *Membership Manager*

The Membership Manager of the Chapter is appointed by the Chapter President. The Membership Manager will maintain current and recently expired membership mailing lists and coordinate with the Parent Society on said lists.

## **DUTIES OF COMMITTEES**

### *General Duties of All Committees*

Appointments to chair of a committee are only open to Alaska Chapter members in good standing. However, a committee chair may appoint individuals who are not Alaska Chapter members to the committee in order to incorporate specialized knowledge that facilitates the committee's purpose.

Section 5 of the Alaska Chapter Bylaws establishes two types of committees: the Executive Committee and the Functional committees. The Functional committees consist of standing committees and *ad hoc* committees. Standing committees consist of the Program Committee; the Membership Committee; and the Resolutions and Bylaws Committee.

*Ad hoc* committees are further subdivided into on-going and specific purpose committees. On-going committees consist of: Awards, Continuing Education, Cultural Diversity, Electronic Communications, Environmental Concerns, Finance, Fisheries Communication and Education, Molly Ahlgren Scholarship, Past Presidents, and Wally Noerenberg Award Committee. Examples of previous special purpose committees include the Fishes of Alaska Book (Fish Key), the Salmon Stock Status, Fish Ecology in Arctic North America, Alaska Habitat Restoration Symposium, Retired Members, and International Relations Committee.

The following rules apply to all committees; specific guidelines for standing committees and *ad hoc* continuing committees are identified in subsequent sections.

- Chairs of all the Functional Committees will be appointed by the President.
- Each committee Chair will periodically inform the President regarding committee activities and provide an annual report detailing committee activities and accomplishments during the previous fiscal year.
- Committee Chairs may appoint members to their respective committees and afterwards need to notify the Chapter President.
- The terms of office for members of Chapter committees shall end upon discharge of the duties for which they were appointed; or, at the next annual meeting of the Chapter, whichever comes first. Chair and committee members may be reappointed for consecutive terms.
- An exception to these rules is the term of office for members of the Wally Noerenberg Award Committee (three years) and the Finance Assets Oversight Committee (four years).
- Committee records will be turned over to the incoming committee chairperson, complete and in good order, as soon as possible after the annual meeting. Records not in active use will be turned over to the Chapter Historian.

### *Executive Committee*

#### Background and Purpose:

The Executive Committee is established in Chapter Bylaws as a committee of the Alaska Chapter. The primary purpose of the Committee is to function as a Board of Directors in the administration and planning of all aspects of Chapter activities. The committee is authorized by the Bylaws to act for the Chapter members between annual meetings.

#### Composition:

The Chapter President serves as Chair of the Executive Committee. Other voting members of this committee are the Vice-President, the President-Elect, the Immediate Past-President, the Secretary, the Treasurer, and the Student Unit President.

Duties:

- Convene at approximately six-week intervals throughout the year to conduct Chapter business and as arranged by the President, usually by teleconference.
- At each meeting, review an agenda of Chapter activities prepared by the President and provide input and direction to the President as appropriate.
- Authorize disbursement of funds.
- Approve location and registration fees for the annual Chapter meeting.
- Approve nominations for Chapter officers.
- Review and approve recommendations for Chapter action submitted by the Resolution and Bylaws Committee, Environmental Concerns Committee, or other outside interests who approach the AK Chapter Executive Committee on a request for support of an issue or fisheries related function. Follow Guidelines of Alaska Chapter Advocacy Policy and Procedures (Appendix C). For Executive Committee members who are unable to participate in voting due to conflicts of interest, 2/3 majority will represent Executive Committee members who are able to vote.
- Approve, by a 2/3-majority vote, Wally Noerenberg Award recipients.

*Standing Committees*

**Membership Committee**

Background and purpose:

The purpose of the Membership Committee is to stimulate and encourage membership and involvement in the American Fisheries Society and to encourage professional certification among Alaska Chapter members.

Composition:

The Vice-President is the Chair of the Membership Committee. The Chair will appoint an indefinite number of others as necessary to achieve the Committee's purpose.

Duties:

- Maintain an up-to-date roster of the names and addresses of all Chapter members.

- Contact members who become delinquent each year, determine their reasons for dropping out, and attempt to recruit them to active membership.
- Take other such measures as it deems appropriate and effective to stimulate interest in the Society and to recruit fisheries professionals for membership.
- Be responsible for and encourage professional certification of Chapter members.
- Encourage recruitment of Student members who are likely to develop into committed life-long members of the Society.

## **Program Committee**

### **Background and Purpose:**

The primary purpose of the Committee is to plan and coordinate the local arrangements for the Annual Meeting of the Alaska Chapter.

### **Composition:**

The President-Elect serves as the Program Committee Chair. The Chair will appoint a Local Arrangements Coordinator and other members as needed to achieve the Committee's purpose.

### **Duties:**

Detailed information on the annual meeting procedures are located in Appendix D-F.

- Select the location and theme for the annual meeting and announce this in the winter issue of the Chapter Newsletter. The selection of the city must be approved by the Executive committee. In practice, meeting locations have been rotated among different geographic regions of the state (Table 2).
- Complete a tentative agenda with proposed sessions and announce this tentative agenda in the spring issue of the newsletter with a Call for Papers. Repeat Call for Papers in the summer issue. Publish revised agenda in the fall issue.
- Review abstracts that are submitted and correspond with authors concerning acceptance or rejection of papers. Establish and provide guidelines for final abstracts and audio/visual requirements to session chairs and authors.
- Finalize the agenda, compile abstracts, and print for distribution during registration at the annual meeting.
- Review registration fee structure for approval by the Executive Committee. The Chapter's intent is that registration requires Chapter membership. Registration forms must provide a fee structure which results in payment of membership fees by those registering who are not currently AFS members. Registration fees shall be adequate to cover the costs of the meetings and sufficient funds for the production and mailing of the newsletter over the next year. Consider any special registration fees; e.g., waiver of registration fees for student members.

- Arrange for pre-registration, audio/visual equipment, meals, meeting rooms, and needed facilities. Negotiate for reduced group rates for lodging and for complimentary rooms at the host site.
- Inform the membership in the fall newsletter of arrangements, including transportation options, special events, lodging, meeting rooms, and meals.
- Obtain list of that year's 25-year pin recipients from the Membership Manager so that list of names can be included in Chapter's annual meeting program and be announced at the Chapter banquet.

## **Resolutions and Bylaws Committee**

### Background and purpose:

The primary purpose of the Resolutions and Bylaws Committee is to review proposed resolutions and Bylaw changes and make recommendations to the Executive Committee. This committee also works with the Past President in updating the Chapter Procedures Manual. Resolutions are formal expressions of the Chapter's views and serve as a way for the Chapter to focus attention on relevant issues affecting Alaska's fishery resources. Amendments of Bylaws (Appendix A) passed at an annual meeting take effect at the close of that meeting unless subsequently they are rejected by the AFS Constitutional Consultant or Executive Committee, in which case the last version of the Bylaws prior to the rejected amendment will be in effect.

Every resolution that is submitted to the Resolutions and Bylaws Committee must be considered and discussed by the Chapter. However, a Resolution will not be accepted for consideration without an individual or subcommittee to serve as a resource to provide technical information; a DRAFT cover letter of distribution; and, a list of addresses for the DRAFT distribution of the DRAFT Resolution.

### Composition:

The President will appoint the Chair of the Resolutions and Bylaws Committee. The Chair can appoint up to three other members of the Chapter to serve on the Committee.

### Duties:

- As provided in the Bylaws, the Committee Chair shall report to the Executive Committee on all resolutions, any issues surrounding a resolution that the Committee finds appropriate, any alternative resolution that the Committee might propose, and a provide a recommendation on whether to present a resolution to the membership. The report to the Executive Committee shall include both pro and con statement positions.
- Prepare resolutions for presentation to the membership in an appropriate Society format.
- Review any proposed Bylaw changes for consistency with the objectives of the Chapter and the Constitution of the Parent Society and prepare the proposed changes in an appropriate format.
- Provide the President and the membership an annual report that reviews any resolutions or proposed bylaw changes and actions. This report shall include the Executive Committee

rationale if the Executive Committee does not approve a recommended action of the Resolutions Committee.

- Upon approval of a resolution, provide copies to the Secretary of the Alaska Chapter and to the Western Division and the Society Resolution Committee Chairs and the Society Executive Director.
- Assist the Past President in annually updating the Chapter Procedure Manual as needed to reflect changes to the Chapter's operating procedures as adopted by the Chapter Executive Committee or the Chapter membership.

### *On-Going Ad hoc Committees*

#### **Awards Committee**

##### Background and purpose:

The committee was established to recognize excellence in professional performance and outstanding contributions to Alaska fisheries. The Awards Committee is responsible for the Meritorious Service Award, Alaska Chapter Service Award, the Best Student Presentation Awards for papers and posters presented at the annual Alaska Chapter meeting, and Almost Darwin Award. Recipients of the Best Student Presentation and Poster awards are listed in Table 3, meritorious service award are listed in Table 4, recipients of the Alaska Chapter Service Award are listed in Table 5, and recipients of the Almost Darwin Award are listed in Table 6. In 2009, the nomination deadline was moved to January 31.

##### Composition:

The President appoints the Chair of the Awards Committee. The Chair will appoint at least two other Alaska Chapter members to facilitate achieving the Committee's purpose.

##### Duties:

#### A. Meritorious Service Award

- Solicit nominations by publishing a nomination form in the fall and winter issues of the newsletter (Appendix G). Awards Committee members may not nominate candidates. Nominations do not have to come from AFS members, nor do nominees need to be active AFS members. Nominations can be based on an outstanding contribution in any area of Alaskan fisheries, including research, management, education, planning, industry, and policy development.
- The contribution or accomplishment of the candidate must be recent and not the result of many years of effort; recognition of career-long contributions is more appropriate for the Wally Noerenberg Award.

- The selection will be determined by the strength of the nomination and an evaluation of the accomplishment. The Committee will work towards consensus. If consensus cannot be reached, then the selection will be by majority vote. The Committee has the option of rejecting all nominees.
- If conflicts of interest occur between Committee member and nominees, then those members will abstain from participating in the final selection process for those nominees.
- The final selection will be forwarded to the Chapter Executive Committee for final approval. The Awards Committee chair will notify the recipient. The award, a personalized, engraved plaque, will be presented by the President at the next Alaska Chapter annual meeting. The committee chair is responsible for procuring the plaque.
- Nominations are good for the current year and for one year thereafter. Individuals not selected must be re-nominated for reconsideration after this time period has lapsed.

#### B. Best Student Oral and Poster Presentation Awards

- Presentations will be evaluated by all Awards Committee members present at the annual meeting. Beginning in 2007 awards presentations are for best Student paper and poster only. Each judge will score every paper and poster using the established rating sheet (Appendix H). If there are concurrent sessions, the chair of the Awards Committee shall assign judges to specific sessions to ensure all papers are rated. Two categories of presentations will be considered: Best Paper and Best Poster.
- The award in each category will be determined by the highest average score. In the event of ties, the judges will discuss the merits of the top papers and attempt to reach a consensus; but, if a consensus cannot be reached, the selection will be by a simple majority vote.
- If there is only one presentation in a category, no award will be given for that category. Only one award will be presented to each individual.
- The Awards Committee chair will announce the best paper award at the close of the Chapter meeting. The chair will arrange for an AFS awards plaque to be sent to the supervisor or major professor for presentation to the recipient. Starting at the 2010 meeting, student award recipients will receive an additional monetary prize of \$200.00.

#### C. Chapter Service Award:

The Chapter Service Award was established to award outstanding service to the Alaska Chapter of AFS. These candidates should have been involved in some or all of the following activities:

- Active participation in standing or ad-hoc committees,
- Made important contributions to advance the current objectives, long-term goals or stature of the Chapter and fisheries professionals,
- Contributed a significant amount of time to Chapter activities and/or improved public awareness of the Alaska Chapter and Chapter activities,

- Encouraged development of students as fisheries professionals through recruitment and involvement as Chapter members; and,
- Recruited fisheries professionals as Chapter members.

#### D. Almost Darwin Award:

The Almost Darwin Award recognizes the most humorous and outrageous fisheries faux pas of any fisheries professional. The nominees must have committed the faux pas within the last calendar year. A photo or video of proof needs to be submitted along with the story to the Awards Committee

### **Continuing Education Committee**

#### Background and purpose:

The Continuing Education Committee was established to provide training that will improve and expand the knowledge and skills of Alaskan biologists so that they can become more effective stewards of fishery resources and fish habitats. Specialized continuing education provides fishery professionals with opportunities to improve their professional skills and to become informed of significant new scientific findings or techniques.

#### Composition:

The President appoints the Chairperson of the Continuing Education Committee. The Chair will appoint an indefinite number of Alaska Chapter members as necessary to achieve the Committee's purpose.

#### Duties:

- Ensure that the training needs of Alaskan fishery scientists are met by conducting surveys of Chapter members to determine what types of professional training are desired.
- Organize courses and workshops by soliciting instructors, scheduling time and place, developing course agendas, coordinating travel and local arrangements, preparing course announcements, determining appropriate income and enrollment fees, determining minimum and maximum enrollment numbers, conducting enrollment, providing receipts as necessary, and conducting a course evaluation.
- Announce all courses and workshops, their fee structure, and enrollment requirements in the Chapter newsletter and on the Web Pages, as soon as possible, prior to the course date.
- After the Continuing Education event, transmit a final agenda and lists of attendees to the Chapter Secretary-Treasurer to identify individuals who have paid registration fees, those who need to be invoiced and those who are exempted from registration fees (e.g., special guest speakers); and, a "best-estimate" event budget, including any projected costs for publication and distribution of proceedings.

- Coordinate training efforts with State and Federal agencies, other professional societies and private organizations involved in fisheries resource management, enhancement, and research.

## **Cultural Diversity Committee**

### **Background and purpose:**

The Cultural Diversity Committee was organized in 1992 to increase opportunities and encourage active involvement of minorities and women in the Chapter. A drive to establish two \$10,000 Cultural Diversity Travel Award Endowments began in 1994. Initially, major donations were received from the Western Division and individual members. The Executive Committee matched several of these donations and also contributed \$3,000 of the proceeds from the 1998 AK Chapter meeting.

The first \$10,000 endowment was reached in 1999. This plus the additional \$3,000 was increased to \$15,000 by contribution from the Executive Committee in 2004. The award provides funding to attend the Annual Chapter Meeting. The first Travel Awards recipients to the AK Chapter Annual meetings in 1997 and 1998 were awarded to Ms. Carol Kerkvliet and Ms. Kathleen Menke. Subsequent year awardees are listed in Table 7.

### **Composition:**

The President will appoint the committee chair or co-chairs. The committee chair(s) will solicit participation by Chapter members.

### **Award Procedures and Guidelines:**

The primary purpose of this award is to fund entry-level applicants who are involved in the natural resource field to attend the annual Alaska Chapter AFS conferences. Award monies are derived from the interest off of a principal of the Cultural Diversity Travel Award Endowment. The committee tried to get as many deserving recipients funded to the meeting as possible with the available funding.

Announcements are made for the availability of this award and applications are sent to different government, university, private, native corporations, etc. throughout the state of Alaska. In addition, a reminder is sent out to the above prior to the application deadline.

Applicants must meet the following requirements:

- Be an Alaskan Native or Minority (woman, black, Hispanic, or other ethnic minority) in a field of fisheries science or other natural resource related discipline.
- Be in an entry level position or student, defined as one or more of the following:
  - 1) Fisheries Biologist I, Fish and Wildlife Technician II or III, or natural resource position equivalent in the State of Alaska employment system.
  - 2) GS-7 or lower level position in the U.S. government employment system.
  - 3) Have an entry-level fisheries or related science position in the private sector.
  - 4) Be a student in good standing in the field of fisheries or a related discipline.

Overall, applicants will be evaluated on their work and/or educational experiences and interest in the natural resources field, interest in professional advancement, reason(s) for attending the conference, reference contact information, and financial need.

The Cultural Travel award recipient may receive one or all of the following:

1. One-year membership to AFS
2. Round-trip travel to and from the Chapter conference
3. Lodging
4. One Banquet ticket
5. Chapter conference registration

This award is based on need and the committee will try to get as many deserving candidates to the meeting as possible. In past years some recipients had their own lodging, were already members of AFS, and/or didn't have to travel very far and the savings translated into allowing more recipients to participate.

The award recipient will be introduced at the Alaska Chapter AFS conference. The recipient will also be expected to write a brief statement about their experience at the Chapter conference to be submitted for publication in the winter issue of the AK Chapter newsletter, *Oncorhynchus*. Applicants will also be encouraged to attend the student-mentor luncheons at the Chapter conferences to provide positive role models by interactions with students.

The Cultural Diversity Travel Award Committee will provide information on Committee activities to the Chapter Executive Committee and at annual Chapter Business meetings.

### **Electronic Communications Committee**

#### Background and purpose:

This committee was established at the 1995 Chapter meeting in Wasilla. The main purpose of this committee is to maintain and keep current the Alaska Chapter web site on the internet. The committee is also responsible for routing and responding to email sent to our Chapter email address.

#### Composition:

The President will appoint the committee chair or co-chairs. The committee chair(s) will solicit participation by Chapter members.

#### Duties:

## **Environmental Concerns Committee**

### **Background and purpose:**

The Environmental Concerns Committee (ECC) is an *ad hoc* on-going committee of the Alaska Chapter. It was established by the Executive Committee to provide coordinated technical and policy analysis and Chapter input and comments on environmental issues that affect Alaska's fishery resources.

### **Composition:**

The President will appoint the Chair of the ECC. The Chair will appoint an indefinite number of other Alaska Chapter members as desired or necessary to facilitate achieving the Committee's purpose. Special expertise in particular areas will need to be solicited to address specific environmental issues.

### **Duties:**

- Provide technical review and advice on environmental issues affecting fishery resources in Alaska when the Chapter's opinion or position is solicited by members or by external organizations or agencies.
- Formulate through consensus a Chapter position on such issues for review by the Chapter Executive Committee. Such positions should reflect the concerns of the membership as a whole.
- The ECC formulates resolutions for review by the Resolution and Bylaws Committee on issues that require major policy statements.
- Time deadlines associated with EIS comments and legislative action often preclude using the Resolution process with full membership approval. In such cases, the ECC can generate a Chapter statement on an issue by the following steps:
  - A. Issue is raised by ECC member or Chapter member at large. Proposer must also provide draft statement and supporting materials. ECC Chair refers draft statement to ECC members for review.
  - B. ECC Chair consolidates comments and redrafts or assigns ECC member with appropriate expertise to redraft statement accordingly. Revised statement sent back to ECC for approval.
  - C. Approved statement sent to Executive Committee for their approval. If approved then statement is sent out under Chapter President's signature.

## **Financial Assets Oversight Committee**

### **Background and purpose:**

The Financial Assets Oversight Committee (FAOC) is a standing committee of the Alaska Chapter, established by a Chapter unanimous vote approval during the 14 September 2005 Chapter Business Meeting in Anchorage, AK. Guidance to the FAOC is provided in the Chapter's Procedure Manual under the Chapter Financial Plan within the Chapter Investments section (Appendix I). The purpose of

the FAOC is to oversee, advise, and make recommendations for directing the financial assets of the Chapter by way of tracking the Chapter's monetary holdings that are invested through financial or banking institutions.

Composition:

The Chapter President will appoint the Chair and a vice Chair of the FAOC. The Chair will appoint an indefinite number of Alaska Chapter members as desired or deemed necessary to carry out the purpose of the Committee. The current Alaska Chapter Treasurer will be a standing member on the Committee. To maintain continuity and historical perspective to the FAOC, the Chair and Vice Chair shall serve staggered four year terms. However, the Treasurer may only serve two years because of term limits set forth in Chapter Bylaws. The FAOC Chair's four year term shall expire every other mid-term of the Treasurer's term. The vice Chair's term will be offset by two years from the Chair's term. Any additional members over a three person committee will have a four year term (if needed) staggered in respect to current FAOC membership.

Duties:

- Actively track Chapter investments by understanding investment strategy, structure, and detail via consultation with financial or banking institution representative(s).
- Hold FAOC advisory meetings with financial or banking institution representative(s) on a quarterly basis at a minimum.
- Report to the ExCom and membership on a quarterly basis or other desired time interval about investment status and activity.
- Be prepared to hold the Chair, Vice Chair, and member positions for up to a minimum of four years for the sake of consistency between the financial or banking institution(s) and the Chapter.

**Fisheries and Environmental Education Committee**

Background and purpose:

The Fisheries and Environmental Education Committee is an *ad hoc* on-going committee of the Alaska Chapter. It was established by the EXCOM to impart outreach knowledge, and stimulate respect and stewardship of Alaska's unique fisheries and aquatic resources.

Composition:

The President will appoint the Committee Chair. The Committee Chair will solicit participation by Chapter members and appoint committee members as necessary for the Committee to achieve its goal.

Duties:

- Promote stewardship of Alaska's fisheries and aquatic resources.
- Sponsor a fisheries outreach session during the annual Alaska Chapter AFS meeting.

- Provide advice and contact names to fisheries professionals needing assistance with outreach activities.
- Provide information on Committee activities to the EXCOM, Chapter Secretary, and at annual Chapter meetings.
- Develop a communication network among fisheries educators. A Directory of Fisheries and Aquatic Educators will help facilitate this communication network. This directory will be distributed to each of the committee members and any interested Chapter members to improve networking and communication. It will also be distributed to the State's largest educator associations ANROE(Alaska Natural Resource & Outdoor Education Ass.) and NAME (Northwest Aquatic and Marine Educators Association) to serve as a resource reference.

**DIRECTORY OF FISHERIES AND AQUATIC EDUCATORS  
A Network of Professionals Dedicated to the Future of Alaska's  
Fisheries and Aquatic Resources**

To be added to this directory contact Laurel Devaney, Phone: (907) 456-0558, Fax 456-0454. Include the following information:

- Name:
- Agency:
- Address:
- Phone Number, Fax Number
- Brief outline of educational projects you are involved in:
- Other ideas on approaches to this topic:

**Molly Ahlgren Scholarship Award Committee**

**Background and Purpose:**

Professor Molly Ahlgren was an Associate Professor of Environmental Science at Sheldon Jackson College. The Alaska Chapter of the American Fisheries Society (Chapter) elected her to be the Chapter's president in 2005, after many years of her active involvement and leadership in the Chapter. Less than two weeks after being installed as Chapter president, she was killed in a boating accident. The Chapter responded by creating the Molly Ahlgren Scholarship Award (Scholarship) fund to honor her and her life's work. Initially, the Scholarship was opened to students at Sheldon Jackson College, as this seemed to be consistent with what she would have wanted. However, in 2007 Sheldon Jackson College suspended operations, although the college's administration intends to resume operations in the future. Accordingly, at the Chapter's 2007 annual meeting, the membership approved the following changes for the Scholarship: 1) the Scholarship is open to students attending the University of Alaska system, Alaska Pacific University, and Sheldon Jackson College—if the latter institution should return to operation, and 2) the Scholarship will only be available for a student's senior undergraduate year. Past recipients of the Molly Ahlgren Scholarship Award are listed in Table 8.

The committee has developed an application and will be responsible for annually reviewing and passing judgment on all applications in a timely manner. Applicants need to complete and submit an application (Appendix J) and will be evaluated on their work and/or educational experiences and interest in the fields of fisheries and aquatic science, interest in professional advancement, and reason(s) for financial need

#### Composition:

The Chapter President will appoint the Chair of the Molly Ahlgren Scholarship Award Committee. The chair will appoint an indefinite number of Alaska Chapter members as desired or deemed necessary to carry out the purpose of the Committee. Individual Campus Group presiding Presidents will be advisors to the Committee. Application to the Scholarship by a presiding Campus Group President will result in the Vice President, Treasurer or Secretary's membership in the advisory role if more than the President applies.

#### Committee Duties:

- Annually update the Application Procedure document by 1 August.
- Distribute the Application Procedure to all eligible academic institutions, the Chapter web site, and the *Oncorhynchus* no later than 1 September of each year to solicit applicants.
- Select no more than three applicants for further consideration as finalists. The Committee may choose not to consider any of the nominees as finalists.
- Determine an award recipient, and a first and second alternative.
- Recommend the proposed recipient (if any) to the Executive Committee; the Executive Committee must approve by a two-thirds majority.
- Arrange for travel and registration for the annual meeting for the award recipient as provided by the Chapter.
- Ensure that the Executive Committee commissions an award certificate.
- Ensure that the disbursement of the funds is in a timely manner for use during the recipient's first semester of their senior year.
- Report on Committee activities to the Executive Committee and at annual Chapter business meetings.

#### **Past-Presidents Committee**

##### Background and Purpose:

The Past Presidents Committee was established at the 20th annual meeting of the Chapter on November 17, 1993 in Fairbanks. The Chapter's Executive Committee believed that Past Presidents possess a large reservoir of knowledge and experience of potential value to the Chapter, and they felt

that a more formal mechanism for tapping into this experience was needed. The Executive Committee suggested that establishing a committee comprised of Past Presidents would provide a process for including Past Presidents of the Chapter in regular and special Chapter activities. The committee was formed and it held its first meeting at the Fairbanks Chapter meeting.

#### Composition:

All Past Presidents of the Alaska Chapter, American Fisheries Society, are members of the committee. The Past President will serve as chair of the committee during his/her presidency. No other officers of the committee are identified or proposed at this time.

#### Duties:

- Convene annually in association with the Chapter's annual meeting during the Past Presidents Luncheon. The Chapter President or the committee chair may call special meetings as necessary.
- Provide advice and comment to the Chapter President and Executive Committee on issues affecting fish and fisheries in Alaska or special concerns facing the Chapter. Recommendations from the Past Presidents Committee may take the form of verbal briefings or written comments.
- Particularly important to the Chapter is the committee's advice and comment on advocacy issues that come before the Chapter. The committee will respond to concerns from the Chapter President or Executive Committee over advocacy issues and provide feedback or recommendations on whether the Chapter's advocacy positions appear to be fair, impartial, apolitical, science-based, and adhere to the Chapter's policies and procedures (see Appendix C).

### **Wally Noerenberg Award Committee**

#### Background and purpose:

The Wally Noerenberg Award for Fishery Excellence, the highest award of the Alaska Chapter, is bestowed as a special honor on individuals who have made great and outstanding contributions to Alaska fisheries. This award was established in 1981 by resolution of the membership. Contributions by nominees may include: scientific research; technological development; species and habitat management; innovations in harvesting, processing, or marketing; academics and fishery education; or involvement in national and international affairs affecting Alaska fisheries. Recipients of the Wally Noerenberg Award are listed in Table 9.

Detailed information about the formation and administration of the Wally Noerenberg Award and Committee is included in the 1981 resolution that established the Award, and in amendments and resolutions as adopted by the Chapter membership during the 1983 and 1989 business meetings.

#### Composition:

The President will appoint the Committee Chair for a three-year term. The Chair must be a Chapter member, but cannot be a Past President of the Chapter. Three Past Presidents will be randomly

selected to serve on the Committee. Past Presidents will be eligible for the random selection if they are Chapter Members. Once selected, Committee members will serve staggered three-year terms each, so a single Committee member is replaced each year. If a term is vacated prematurely, a new Past President will be randomly selected to fulfill the incomplete term. No Committee member, including the Chair, may be currently serving as a voting member of the Executive Committee.

Duties:

- Solicit nominations by publishing the established form in *Oncorhynchus* (Appendix G). The nomination deadline is January 31 in a given year.
- Select, by secret ballot and simple majority, not more than three nominations for further consideration as finalists. The Committee may choose not to consider any of the nominees as finalists.
- Seek supportive documentation for the nomination as needed to come to a decision.
- Determine which (if any) finalist will be selected by majority vote. The Chair will not vote except in the case of the death or resignation of a Committee member.
- Recommend the proposed recipient (if any) to the Executive Committee. The Executive Committee must approve by a two-thirds majority.
- Ensure that the Executive Committee commissions a plaque and provides a cash award to the recipient.

## *Past Special Project Ad Hoc Committees*

### **Fishes of Alaska Book Committee**

(Also called the “Fish Key Committee”)

#### **Background and Purpose:**

The “Fishes of Alaska” project was formally initiated in 1990 as a special purpose ad hoc committee to oversee the preparation of a guide to Alaska’s marine and freshwater ichthyofauna. As a starting point, Rae Baxter, a retired fishery biologist with the Alaska Department of Fish and Game, had compiled an extensive number of personal fish observations into a notebook document entitled “Annotated Key to the Fishes of Alaska”. The Alaska Chapter project, as originally envisioned, would be to (1) assist Rae with funding to complete a draft manuscript, and (2) develop and manage a scientific review process, provide technical editorial services, and oversee production phases of the book.

Unfortunately, in March 1991, Rae died. At the time of his death, he had not completed his draft manuscript and none of the documents he left had been formally reviewed. The Committee, recognizing the significance of the effort, re-evaluated the project with advice from West Coast experts, and initiated fund raising to continue the project. With financial contributions from federal, state, and private organizations the Chapter has been able to conduct a substantial amount of research, writing, and reviews to produce a scientifically credible book on the fishes of Alaska. A contractor, Point Stephens Research (Juneau, Alaska), was hired in 1991, and its owners, Kitty and Tony Mecklenburg, have meticulously researched the scientific literature, museum collections and databases to prepare new family descriptions, species accounts, documented ranges, and keys that comprise a major regional monograph on Alaska’s fishes.

In the process, and over time, much new data and information has been developed or acquired from the scientific literature, that the book is a different product than that was being prepared by Rae. Where appropriate, Rae’s data and draft manuscript are cited, according to scientific convention and protocols in the new book. Fisheries specialists throughout the world were consulted to conduct scientific peer reviews. For example, the late Norman Wilimovsky was an advisor during the early years of this project and provided many new fish illustrations heretofore unavailable to the public. Of interest is the fact that Wilimovsky's 1952 Alaskan fish key was an early basis for Rae’s organizing effort. Current anticipation is a publication in excess of 1,100 pages, covering more than 600 species.

This document was published by the AFS Parent Society and the committee was subsequently disbanded.

### **International Relations Committee**

#### **Background and purpose:**

The International Relations Committee was an *ad hoc* committee of the Alaska Chapter. It was established by the EXCOMM to serve as the Chapter’s liaison with the international fisheries

community, to provide a conduit for information sharing among chapter members and fisheries scientists from other countries, and to encourage the exchange of ideas and knowledge across political boundaries.

Composition:

The President will appoint the Chair of the International Relations Committee. The chair will appoint an indefinite number of Alaska Chapter members as desired or deemed necessary to carry out the purpose of the Committee.

Duties:

- Encourage and facilitate communication and exchange of ideas among Alaska Chapter members and members of the international fisheries community.
- Widen the program at Alaska Chapter meetings by facilitating the inclusion of a foreign speaker from an Arctic or sub-Arctic region of the world to discuss fisheries related issues, programs and problems from a different perspective.
- Encourage participation of Alaska Chapter members in fisheries conferences, exchanges, and projects occurring in other countries.
- Provide the President of the Alaska Chapter with an annual report of Committee membership, activities and accomplishments.
- The committee has been inactive since 2005, and subsequently disbanded.

Table 1. Alaska Chapter membership statistics.

Date	Active	Life	Retired	Student	Other	Total
Sept. 1989	374	42	6	29	0	451
Sept. 1990	429	42	6	40	0	517
Sept. 1991	475	55	6	42	0	578
Dec. 1992	348	53	7	39	0	447
Mar. 1993	358	54	7	42	0	461
Sept. 1994	372	54	8	52	0	486
Sept. 1995	353	55	8	59	0	475
Sept. 1996	334	53	9	39	0	435
Sept. 1997	324	51	8	42	5	430
Aug. 1998	321	49	11	54	3	438
Aug. 1999	306	49	11	51	0	417
Sept. 2000	247	49	6	32	0	334
Sept. 2001	287	53	8	43	1	392
Sept. 2002	278	27	7	50	11	373
Sept. 2003	286	32	8	61	27	414
Oct. 2004	281	32	11	57	36	417
Jun. 2005	288	23	9	60	36	416
Sept. 2006	347	30	11	41	20	449
Sept. 2007	210	26	8	43	32	319
Sept. 2008	205	24	9	45	27	310
Sept. 2009	216	20	10	52	16	317
Sept. 2010	213	26	11	57	2	329

Table 2. Annual meeting dates and locations, Presidents, Treasurers, and Secretaries of the AK Chapter.

<b>Year</b>	<b>Date</b>	<b>Location</b>	<b>President</b>	<b>Treasurer</b>	<b>Secretary</b>
1974-1975	May 22-23, 1974	Juneau	Jon Nelson	Al Davis	Al Davis
1975-1976	Feb. 22-24, 1976	Anchorage	Ted Merrell	Al Davis	Al Davis
1976-1977	Feb. 24-25, 1977	Cordova	Ralph Pirtle	Jackie Campbell	Jackie Campbell
1977-1978	Feb. 22-24, 1978	Sitka	Norval Netsch	Jackie Campbell	Jackie Campbell
1978-1979	Feb. 5 - 8, 1979	Juneau	Chuck Meacham	Alvin Ott	Alvin Ott
1979-1980	Feb. 05-07, 1980	Kodiak	Norm Howse	Will Barber	Will Barber
1980-1980	Nov. 18-21, 1980	Girdwood	Stan Moberly	Will Barber	Will Barber
1980-1981	Nov. 17-19, 1981	Fairbanks	Roger Saft	Louis Carufel	Louis Carufel
1981-1982	Nov. 15-18, 1982	Sitka	Jim Reynolds	Tom Kron	Tom Kron
1982-1983	Nov. 14-17, 1983	Soldotna	Bill Heard	Bill Smoker	Bill Smoker
1983-1984	Nov. 12-15, 1984	Juneau	Curt Kerns	Ross Kavanaugh	Ross Kavanaugh
1984-1985	Nov. 18-22, 1985	Kodiak	Carl Burger	Kelly Hepler	Kelly Hepler
1985-1986	Nov. 03-07, 1986	Anchorage	Bill Wilson	Andrew Dolloff	Andrew Dolloff
1986-1987	Nov. 16-19, 1987	Fairbanks	Louis Carufel	Brad Stevens	Brad Stevens
1987-1988	Nov. 14-17, 1988	Juneau	Kelly Hepler	Brad Stevens	Brad Stevens
1988-1989	Sep. 05-08, 1989	Anchorage	Tom Kron	Jeff Koenings	Jeff Koenings
1989-1990	Nov. 13-16, 1990	Homer	Sandy Milner	Jeff Koenings	Jeff Koenings
1990-1991	Nov. 18-22, 1991	Ketchikan	Gary Sanders	Kate Wedemeyer	Kate Wedemeyer
1991-1992	Nov. 17-19, 1992	Valdez	Alex Wertheimer	Kate Wedemeyer	Kate Wedemeyer
1992-1993	Nov. 16-18, 1993	Fairbanks	Bill Hauser	Bill Bechtol	Bill Bechtol
1993-1994	Nov. 15-17, 1994	Sitka	Joe Webb	Bill Bechtol	Bill Bechtol
1994-1995	Nov. 14-17, 1995	Wasilla	Kate Wedemeyer	Brenda Wright	Brenda Wright
1995-1996	Nov. 19-21, 1996	Fairbanks	Dana Schmidt	Brenda Wright	Brenda Wright
1996-1997	Nov. 17-20, 1997	Juneau	Margaret Merritt	Allen Bingham	Allen Bingham
1997-1998	Sep.30-Oct.3,1998	Anchorage	Mason Bryant	Allen Bingham	David Wiswar

Table 2. Continued

<b>Year</b>	<b>Date</b>	<b>Location</b>	<b>President</b>	<b>Treasurer</b>	<b>Secretary</b>
1998-1999	Nov. 8 -12, 1999	Kodiak	Cindy Hartmann	Sue Walker	David Wiswar
1999-2000	Nov. 13-16, 2000	Fairbanks	Bill Bechtol	Sue Walker	Lee Ann Gardner
2000-2001	Nov. 12-15, 2001	Sitka	Carol Ann Woody	Bob Ourso	Lee Ann Gardner
2001-2002	Oct. 21-24, 2002	Girdwood	David Wiswar	Bob Ourso	Alisa Abookire
2002-2003	Nov. 4-6, 2003	Fairbanks	Carol Kerkvliet	Ray Hander	Alisa Abookire
2003-2004	Nov. 15-18, 2004	Sitka	Tim Joyce	Ray Hander	Bob Piorkowski
2004-2005	Sept. 11-15 , 2005	Anchorage	Molly Ahlgren <sup>1</sup> / Hal Geiger	Ray Hander	Bob Piorkowski
2005-2006	Nov. 14-16, 2006	Fairbanks	Scott Maclean	Lee Ann Gardner	Steve Zemke
2006-2007	Nov. 13-16, 2007	Ketchikan	Jamal Moss	Lee Ann Gardner	Steve Zemke
2007-2008	Oct. 26-30, 2008	Anchorage	Bert Lewis	Lee Ann Gardner	Karla Bush
2008-2009	Nov. 3-5, 2009	Fairbanks	Toshihide Hamazaki	Lee Ann Gardner	Karla Bush
2009-2010	Nov. 3-5, 2010	Juneau	Lisa Stuby	Lee Ann Gardner	Julie Bendarski
2010-2011	Nov. 16-18, 2011	Girdwood	Audra Brase	Lee Ann Gardner	Julie Bendarski
2011-2012			Trent Sutton	Lee Ann Gardner	

<sup>1</sup>: Molly Ahlgren advanced to the president position on November 17 2004, and served until her untimely death on November 30, 2004

Table 3. List of recipients for best poster, paper, student poster, and student paper awards beginning in 1995.

Year	Award Details
1995	<p><u>Best Poster Award:</u> <b>Mary Whalen</b><sup>1</sup>, Carl Burger, and Leslie Holland-Bartels <i>Evaluation of access-related development impacts on salmonid habitat in the Kenai River, Alaska</i></p> <p><u>Best Student Paper:</u> <b>Gretchen Bishop</b>, Thomas Shirley, James Taggart, Charles O'Clair, and James Bodkin <i>A pilot study of the effects of sea otter predation on Dungeness crab: can these species co-exist?</i></p> <p><u>Best Paper:</u> <b>Richard Yanusz</b> and Art Schmidt <i>Prospering fish populations: Dolly Varden and cutthroat trout at Lake Eva, Southeast Alaska</i></p>
1996	<p><u>Best Poster Award:</u> <b>Carol Woody</b> <i>Phenotypic and habitat-use variation between proximate sockeye salmon populations, Tustumena Lake, Alaska</i></p> <p><u>Best Student Paper:</u> <b>Michael Daigneault</b> <i>Health and condition of outmigrating juvenile chinook and chum salmon near the Chena River Dam, Alaska</i></p> <p><u>Best Paper:</u> <b>Penny Crane</b> and Lisa Seeb <i>Genetic diversity patterns of chum salmon of the Yukon River</i></p>
1997	<p><u>Best Poster Award:</u> <b>Carol Kerkvliet</b>, Penny Crane and Lisa Seeb <i>Genetic relationships among Alaska chinook salmon populations based on variation at multiple allozyme and microsatellite loci</i></p> <p><u>Best Student Paper:</u> <b>Jennifer Bolt</b>, Lew Haldorson and Kenneth Cole <i>Forage fish availability to seabirds in Prince William Sound</i></p> <p><u>Best Paper:</u> <b>John Hudson</b>, Mark Wipfli, and John Caouette <i>Salmon carcasses increase stream macroinvertebrate abundance in Alaska</i></p>
1998	<p><u>Best Poster Award:</u> <b>Carol Kerkvliet</b>, Penny Crane and Lisa Seeb <i>Genetic relationships among Alaska chinook salmon populations based on variation at multiple allozyme and microsatellite loci</i></p> <p><u>Best Student Paper (Tie):</u> <b>Robert Begich</b> <i>Relationship between kelt and spawner abundance in steelhead of the Karluk River, Alaska</i> and <b>Lisa Thompson</b> <i>Effects of nutrient additions to Kootenay Lake, BC on kokanee salmon: density, distribution and diet</i></p> <p><u>Special Recognition to a High Schooler:</u> <b>David Fox</b>, Gene Avey, Larry DuBois, and Douglas B. Molyneux <i>Takotna River salmon</i></p> <p><u>Best Paper:</u> <b>Philip Mundy</b> <i>Principles and criteria of sustainable salmon management: the salmon fishery evaluation framework</i></p>
1999	<p><u>Best Student Poster:</u> <b>Scott H. Maclean</b> with James E. Finn and Raymond F. Hander <i>Quantification of upwelling as a determinant of spawning site selection and quality for Yukon River chum salmon</i></p> <p><u>Best Poster Award:</u> <b>Philip N. Hooge</b> with S. J. Taggart <i>Site fidelity in Pacific halibut <i>Hippoglossus stenolepis</i></i></p> <p><u>Best Student Paper:</u> <b>Amy Browning</b> <i>Legal framework for marine protected areas</i></p> <p><u>Best Paper:</u> <b>Steve Fleischman</b> and Debbie Burwen <i>Correcting for two sources of position-related bias in estimates of acoustic backscattering cross-section</i></p>

Table 3: Continued.

Year	Award Details
2000	<p><u>Best Student Paper:</u> <b>Karla Granath</b> <i>Outbreeding effects of intercrossing three geographically separate stocks of southeast Alaska coho salmon</i></p> <p><u>Best Paper:</u> <b>Ted Otis</b> <i>Reliability and performance of a remote video escapement recorder (RVER) for counting adult pink and chum salmon in an intertidal stream</i></p>
2001	<p><u>Best Poster Award:</u> <b>Scott Maclean</b> and Jim Finn <i>Influence of Intragravel Environment on the Survival of Chum Salmon Eggs and Alevins</i></p> <p><u>Best Student Paper :</u> <b>Sara Gilk, I. A. Wang, C.L. Hoover, W. W. Smoker, S. G. Taylor, A. K. Gray, and A. J. Gharrett</b> <i>Tests of Outbreeding Depression in Hybrids between Spatially Separated Pink Salmon Populations</i></p> <p><u>Best Paper:</u> <b>Larry Peltz</b> <i>The Great Alaska Yellow Perch Invasion - Is it over or just beginning?</i></p>
2002	<p><u>Best Poster Award:</u> <b>Kristin Cieciel</b> and Ginny Eckert <i>Growth and movement of the sea cucumber <i>Parastichopus californicus</i> in southeast Alaska</i></p> <p><u>Best Student Paper :</u> <b>Mark D. Scheuerell</b> and Ray Hilborn <i>A model framework for relating life-history, freshwater habitat, and the ocean environment to Pacific salmon productivity and capacity</i></p> <p><u>Best Paper:</u> <b>Alisa A. Abookire</b> <i>Spawning season and length at maturity for Dover sole in the Gulf of Alaska</i></p>
2003	<p><u>Best Student Poster Award:</u> <b>Anthony Eskelin</b>, University of Alaska-Fairbanks <i>Relative precision of trap efficiency experiments to estimate coho salmon smolt abundance in small streams</i> Coauthors: F. Joseph Margraf and James Hasbrouck</p> <p><u>Best Poster Award:</u> <b>Jeffrey P. Barnhart</b> and Scott Carpenter <i>Warm water checks in weathervane scallops <i>Patinopecten caurinus</i></i></p> <p><u>Best Student Paper :</u> <b>Suzann G. Speckman</b>, Carolina Minte-Vera, Julia K. Parrish, and John F. Piatt <i>Bottom-up forcing across trophic levels in a subarctic estuary</i></p> <p><u>Best Paper:</u> <b>Alfred L. DeCicco</b> <i>Direct validation of otolith ages in Arctic grayling</i></p>
2004	<p><u>Best Student Poster Award:</u> <b>Angela Middleton</b>, Edward V. Farley, and Nicola T. Hillgruber <i>Distribution, diet, and energy density of age-0 walleye pollock, <i>Theragra chalcogramma</i>, in the Bering and Chukchi Seas, Alaska</i></p> <p><u>Best Poster Award:</u> <b>Chuck Adams</b>, Alexei Pinchuk, Kenneth Coyle <i>Seasonal changes in the diet of walleye pollock, <i>Theragra chalcogramma</i>, around the Chiswell Islands, Gulf of Alaska, 2003</i></p> <p><u>Best Student Paper:</u> <b>Cindy Tribuzio</b> and Gordon Kruse <i>Advances in spiny dogfish research in the face of commercial fishing</i></p> <p><u>Best Paper:</u> <b>Jeffry Anderson</b>, Nicholas J. Hetrick, and James P. Larson <i>Improving fish counts at weirs using video technology</i></p>
2005 <sup>2</sup>	<p><u>Best Poster Award:</u> <b>Cari-Ann Hayer</b> and Elise Irwin <i>Effects of gravel mining on detection probabilities for selected Mobile River Basin fishes</i></p> <p><u>Best Papers:</u> <b>Beth Gardner</b>, Patrick Sullivan, Stephen J. Morreale, and Sheryan P. Epperly <i>Spatio-temporal analyses of loggerhead seaturtle interactions with pelagic fisheries</i></p> <p><b>Brandon Puckett</b>, David H. Secor and Se-Jong Ju <i>Growth and recruitment rates of juvenile blue crabs in Chesapeake Bay</i></p>

Table 3: Continued.

Year	Award Details
2006	<p><u>Best Poster Award</u> : <b>David Orabutt</b> and Heather Hildebrand <i>The Kuskokwim Native Association Fisheries Program: local involvement in Kuskokwim River fisheries research and monitoring</i></p> <p><u>Best Student Poster Award</u>: <b>Wongyu Park</b> and Thomas C. Shirley <i>Patterns of development, mortality, mixing and distribution of Dungeness crab larvae in Glacier Bay and neighboring straits</i></p> <p><u>Best Professional Paper Award</u>: <b>Randy J. Brown</b> <i>Humpback whitefish <i>Coregonus pidschian</i> in the upper Tanana River drainage reduce risk of confinement by exhibiting feeding habitat fidelity</i></p> <p><u>Best Student Paper Award</u>: <b>Andrew C. Seitz</b>, Timothy Loher, Brenda L. Norcross, and Jennifer L. Nielsen <i>Conceptual model for the population structure of Pacific halibut <i>Hippoglossus stenolepis</i> using insights from satellite tagging</i></p>
2007 <sup>3</sup>	<p><u>Best Student Paper</u>: <b>Becky Clausen</b> and Richard York <i>Global Biodiversity Decline of Marine and Freshwater Fish: A Cross-National Analysis of Social and Ecological Influences.</i></p> <p><u>Best Student Poster</u>: <b>Jennifer Marsh</b>, Robert J. Foy, and Nicola Hillgruber <i>Temporal and Ontogenetic Trophic Level Variability of Walleye Pollock (<i>Theragra chalcogramma</i>) in the Gulf of Alaska</i></p>
2008	<p><u>Best Student Paper</u> : <b>Kristen Dunlap</b> <i>Blasting Bridges and Culverts in Fish Streams: Water Overpressure and Vibration Analysis</i></p> <p><u>Best Student Poster</u>: <b>Lisa South</b> <i>A GIS/ Remote Sensing-Based Approach to Identify Potential Spawning Habitat for Fall-run Chum Salmon in the Mainstem Tanana River, Alaska</i></p>
2009	<p><u>Best Student Paper</u> : <b>Jason R. Neuswanger</b>, Nicholas F. Hughes, Mark S. Wipfli, and Lon H. Kelly <i>Improved 3-D analysis for underwater video, with applications to wild juvenile Chinook salmon foraging behavior</i></p> <p><u>Best Student Poster</u>: <b>David A. Roon</b>, Mark S. Wipfli, and Tricia L. Wurtz <i>Ecological effects of introduced bird cherry on salmonid food webs in Anchorage streams</i> Coauthors:</p>
2010	<p><u>Best Student Paper</u> : <b>Jason R. Neuswanger</b> <i>The roles of territoriality and detritus in wild juvenile Chinook salmon drift-feeding behavior</i> Coauthors: Nicholas F. Hughes, Mark S. Wipfli, Lon H. Kelly, and Amanda E. Rosenberger</p> <p><u>Best Student Poster</u>: <b>Jamie McKellar</b>, Katrin Iken, and Trent Sutton <i>Population structure and reproductive status of razor clams, <i>Siliqua patula</i>, in eastern Cook Inlet</i></p>

<sup>1</sup>Bold represents primary author and award recipient.

<sup>2</sup>In 2005 the Chapter meeting was held in conjunction with the Parent AFS meeting and awards judging was organized by the Parent Society.

<sup>3</sup>Starting in 2007 only Student papers and posters are judged and receive awards.

Table 4. Recipients of the Alaska Chapter Award for Meritorious Service to the Fishery Profession.

<b>Year</b> <sup>a/</sup>	<b>Recipient</b>
1988	William Heard
1989	John H. Clark
1990	Nick Dudiak
1991	Steve Klein
1993	Bill Wilson
1994	Alex Wertheimer
1995	Fred DeCicco
1996	Lyman Thorsteinson
1997	Fred Everest
1998	Gordon Kruse
2002	Jie Zheng
2006	Mason Bryant
2007	Ray Troll

<sup>a/</sup> No award given in missing years.

Table 5. Recipients of the Alaska Chapter Service Award.

<b>Year</b> <sup>a/</sup>	<b>Recipient</b>
1999	Carl Burger
2004	Bill Hauser
2006	Cindy Hartmann
2007	Allen Bingham
2008	Lee Ann Gardner
2010	Gretchen Bishop

<sup>a/</sup> No awards given in missing years.

Table 6. Recipients of the Alaska Chapter Almost Darwin Award.

<b>Year <sup>a</sup></b>	<b>Recipient</b>
2006	Togiak National Wildlife Refuge, ADF&G Commercial Fisheries Division in Bethel, and the Native Village of Quinhagak.
2009	Kwethluk SaRON field crew

<sup>a</sup> Note starting with the 2009 award, the year of the event being awarded is the prior year (so for example the 2009 award was announced during the 2010 Annual Conference for an event that occurred in 2009).

Table 7. Recipients of the Alaska Chapter Cultural Diversity Travel Award.

<b>Year <sup>a/</sup></b>	<b>Recipient</b>
1997	Carol Kerkvliet
1998	Kathleen M. Kennell Menke
1999	Cheryl Dion
2000	Kalei Shotwell
2001	Iris O'Brien
2002	Karen Pletnikoff, and Jodi Neil
2003	Courtenay Pierce
2004	Mike Martz and Tyler Dann
2006	Valli Peterson, Lisa Kangas, and Heidi Herter
2007	Lisa Kangas
2008	Shelley Woods
2009	Alissa Joseph and Jessica Davila
2010	Ernestine Ahgeak, Elena Fernandez, and Emilie Springer.

<sup>a/</sup> No awards given in missing years.

Table 8. Molly Ahlgren Scholarship Award Recipients.

<b>Year<sup>a/</sup></b>	<b>Recipient</b>	<b>School</b>
2006	Sonya Weihl	Sheldon Jackson College, Sitka
2007	Christian Anderson	University of Alaska, Fairbanks
2008	Shelley Woods	University of Alaska, Fairbanks
2009	Matt Caterson	University of Alaska, Fairbanks
2010	Andrew Reichel and Casey McConnell	Alaska Pacific University and University of Alaska, Fairbanks

<sup>a/</sup> No award given in missing years.

Table 9. Recipients of the Wally Noerenberg Award for Fishery Excellence.

<b>Date<sup>a/</sup></b>	<b>Place</b>	<b>Recipient</b>
November 1981	Chena Hot Springs	AWARD ESTABLISHED
November 1982	Sitka	Wally Noerenberg (posthumously)
November 1986	Anchorage	Armin Koerning
November 1988	Juneau	Robert Armstrong
September 1989	Anchorage	Clem Tillion
November 1990	Homer	Steven Pennoyer
November 1991	Ketchikan	Jim Branson
November 1992	Valdez	Jim Reynolds
November 1994	Sitka	Ole Mathisen
November 1995	Wasilla	Ken Roberson
November 1997	Juneau	John Clark
November 2002	Girdwood	A.J. Paul
November 2003	Fairbanks	Alex Wertheimer
November 2004	Sitka	Lance Trasky
November 2006	Fairbanks	Bill Wilson
November 2009	Fairbanks	Terrence J Quinn II

<sup>a/</sup> No awards given in missing years.

## Appendix A. Alaska Chapter Bylaws.

Below are the Bylaws as revised and accepted at the annual AK Chapter Business Meeting on November 4, 2010.

### **American Fisheries Society Alaska Chapter Bylaws**

#### ***Section 1***

##### *Name and Objectives*

The name of this organization shall be the Alaska Chapter of the American Fisheries Society, and herein after referred to as the Chapter. The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article I of the constitution, and to encourage the exchange of information by members of the Society who belong to this chapter.

#### ***Section 2***

##### *Membership*

The membership of the Chapter shall be composed of those American Fisheries Society members in good standing residing in, working in, or having a professional interest in the State of Alaska.

#### ***Section 3***

##### *Officers*

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

Officers shall be elected from ballots presented in the Chapter newsletter, *Oncorhynchus*. The term of the Treasurer and Secretary shall be two years, with the Treasurer's election occurring on even numbered years and the Secretary's election occurring on odd numbered years. The term of the Vice-President shall be one year. At the end of the one-year term, the Vice-President shall succeed the President-Elect, who in turn shall succeed the President.

In case of a vacated position in the succession, officers shall succeed for the remainder of the term and the Executive Committee shall conduct a mail-ballot election for the office of Vice-President.

In the event of a cancellation of an annual meeting, the officers and members of any committee shall continue to serve until the next scheduled meeting.

#### ***Section 4***

##### *Duties of Officers*

The President of the Chapter shall preside at all meetings, serve as the Chair of the Executive Committee, represent the Chapter to the Western Division and to the American Fisheries Society, and make such appointments and perform other duties and functions as are authorized and necessary.

The President-Elect shall be Chair of the Program Committee and shall assume the duties of the President in the event of his inability to act.

The Vice-President shall be Chair of the Membership Committee, shall assist the Program Chair, and shall perform other duties as assigned.

The Treasurer shall collect and be custodian of Chapter funds; disburse funds as authorized by the Executive Committee or membership; submit a record of receipts and disbursements at the annual Chapter meeting; and, discharge other duties that may be required by the Executive Director of the American Fisheries Society and officers of the Western Division.

The Secretary shall keep the official records of the Chapter; submit a copy of the minutes of the annual business meeting to the Executive Director of the Society within 30 days after said meeting; and discharge other duties that may be required by the Executive Director of the American Fisheries Society and officers of the Western Division.

### ***Section 5***

#### ***Chapter Committees***

The Executive Committee of the Chapter shall consist of the elected officers of the Chapter, subunit presidents, and the immediate Past President. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

Functional committees and the Chairs of committees, except as listed in Section 4 of these Bylaws, shall be appointed by the President annually or as may be necessary for the conduct of Chapter activities.

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

### ***Section 6***

#### ***General Membership Meetings***

The Chapter shall hold at least one general membership meeting annually at a time and place designated by the Executive Committee. The program and presentation of papers shall be the responsibility of the Program Committee.

### ***Section 7***

#### ***Voting and Quorum***

Decisions at meetings of the Chapter shall be in accordance with the Constitution of the American Fisheries Society. Robert's Rules of Order shall govern in all cases not covered by the Constitution or these Bylaws.

A quorum at any general membership meeting for the transaction of official business shall be 20 members of the Chapter.

### ***Section 8***

#### ***Fees***

The Executive Committee may assess fees to cover the costs of meetings and Chapter activities. Membership dues shall be modified through the resolution process.

### ***Section 9***

#### *Amendment of the Bylaws*

Bylaws of the Chapter may be amended by a 2/3 majority of those members voting, provided that prior notice of at least 30 days be given to the membership of the proposed change(s). Said change(s) must be approved by the Executive Committee of the Society before taking effect.

### ***Section 10***

#### *Resolutions*

Resolutions place the view of the Chapter on record regarding the matters affecting fisheries resources. To protect the credibility of the Society, the membership must thoroughly and rigorously review resolutions. There must be opportunity for the broadest participation in discussion and debate.

**a. Submission** - A resolution must be submitted through the President to the Chair of the Resolution Committee.

**b. Resolutions Committee Report** - The Resolutions Committee Chair (or substitute appointed by the President if necessary) shall report to the Executive Committee any resolutions, any reports on issues surrounding a resolution that the Committee finds appropriate, any alternative resolutions the Committee might propose, and a recommendation on whether to present a Resolution to the membership.

**c. Executive committee review.** The Executive Committee will review the Resolutions Committee Report and decide whether to present a resolution to the membership for a vote at the Annual Meeting. If the Executive Committee does not approve the Resolutions Committee recommended actions on a resolution, then the Executive Committee shall append rationale for its decision to the Resolution Committee Report.

**d. Prior distribution.** The President shall distribute the Report to the membership not less than 30 days before the Annual Meeting.

**e. Emergencies.** The President may, with the consent of the Executive committee, determine that an emergency exists and waive the requirement of prior publication.

**f. Voting.** Resolutions must be approved by a 2/3 majority of members voting by mail ballot or at the annual Meeting.

### ***Section 11***

#### *Alaska Student Unit*

The Alaska Student Unit is a statewide organization of Alaska Chapter members who are AFS student members. The Alaska Student Unit provides representation for and attention toward issues concerning students of fisheries and aquatic sciences.

Appendix B: Duties of the Alaska Chapter Treasurer updated January 20, 2011.

Task Timeframe	Task Description	Who Currently Does Task	Plan for Who This Could Be Delegated To or No Change
January	1. Prepare IRS Form 1099s and file 1096 for subcontractors	Bookkeeper w/Treasurer	No Change
January	2. Renew CCR registration on-line	Treasurer	No Change
January	3. Update Ak. Chapter Spending Plan/Budget	Treasurer w/Bookkeeper Support	No Change
Jan.-April	4. Once previous fiscal year's books are finalized, work with CPA to provide info. needed to complete tax return; submit Form 990-EZ to IRS by April 15	CPA/Treasurer w/Bookkeeper Support	No Change
As Needed	5. Process registrations for Stand-Alone Continuing Education Classes (if not being done by Treasurer/Bookkeeper, then have task of preparing Excel spreadsheet of all registrant contact info. and verifying all info. on registration forms)	Treasurer and/or Continuing Educ. Committee member or Another volunteer	Continuing Education Committee member or Asst. Treasurer or Another Volunteer (prepares Excel spreadsheet according to template)
As Needed	6. Do Electronic Invoicing w/Quickbooks for Stand-Alone Continuing Education Classes	Bookkeeper or Treasurer	Bookkeeper or Treasurer (Must be person proficient with Quickbooks & have the AFS laptop)
As Needed	7. Process credit card payments for Stand-Alone Continuing Education Classes; run daily batch reports	Treasurer	Bookkeeper/Treasurer or Volunteer who does all Credit Card Charges (CC machine would need to be given to ONE person)
As Needed	8. Receive payments and ship AFS sales items (shirts, posters, etc.)	Treasurer w/Student Rep.	Same as #7 w/Student Rep. support
Aug.	9. Prepare meeting registration form w/ Meeting Chairperson and provide support to Meeting Chairperson regarding meeting finances/budget	Treasurer	No Change

Appendix B: Alaska Chapter Treasurer Duties (Continued)

Task Timeframe	Task Description	Who Currently Does Task	Plan for Who This Could Be Delegated To or No Change
Sept.- Nov.  ONE OF MOST TIME INTENSIVE TASKS	10. Receive and verify all meeting registration form info and checks; if task not being done by Treasurer/Bookkeeper, then have additional task of preparing Excel spreadsheet of all registrants, as in #5. Fill in additional Excel spreadsheet template that tracks contact info. for: all complimentary registrants, student travelers paid by AFS, continuing ed. class rosters, cultural diversity awardee(s), etc.	Treasurer and Bookkeeper	Could be done as stand-alone task by a Volunteer or Multiple volunteers (e.g., if last name of registrant ends in A to G, send completed registration forms with their checks to Volunteer X; if ends in H to P, send form to Volunteer Y,...etc.). Option to have volunteers receive check payments. Option to have Asst. Treasurer coordinate volunteers for this task.
Sept. –Nov.	11. If volunteers receive annual meeting registration forms, then Excel spreadsheet would be provided to Bookkeeper/Treasurer to prepare Quickbooks invoices and e-mail them to all annual meeting registrants.	Not currently done this way; this step needed if delegate Task #10 to others than Treasurer	Bookkeeper
Sept. –Nov.  ONE OF MOST TIME INTENSIVE TASKS	12. Verify CC info. and process credit card payments and checks for annual meeting; make check deposits to Wedbush or First National checking; run daily batch CC machine reports	Treasurer	Bookkeeper/Treasurer and/or Asst. Treasurer or other Volunteer who does all Credit Card Charges (CC machine would need to be given to ONE person); if CC Machine volunteer were also to handle checks, if in Anchorage, would make deposits to Wedbush—if located elsewhere, make deposits to 1st Natl. Bank AK.
Nov. (Annual Meeting week)	13. Write thank you letters to: all vendors who donated auction items; to persons donating money to the Molly Ahlgren Scholarship Fund and/or the Student Travel Fund; and to persons paying \$10 or more over the value of an auction item or for a lesser amount if requested by the item buyer.	Has been done by Treasurer in past. Treasurer will now delegate this duty to a student volunteer and these letters will be completed the day after the silent auction/banquet.	Treasurer will delegate letter writing to student volunteer(s). All letters to be reviewed by Treasurer and signed by Treasurer. Electronic versions to be saved on AFS laptop under that year's subfolder.

Appendix B: Alaska Chapter Treasurer Duties (Continued)

Task Timeframe	Task Description	Who Currently Does Task	Plan for Who This Could Be Delegated To or No Change
As Needed	14. Pay Alaska Chapter bills with Alaska Chapter checks	Treasurer w/ Bookkeeper support	No Change
Monthly	15. Reconcile checking accounts, Wedbush & UBS investment accounts	Bookkeeper w/Treasurer support	No Change
As Needed	16. Provide finance tech. support (payments/awards) to Student Subunits and Alaska Chapter Committees - Wally Noerenberg, Awards, Cultural Diversity, Molly Ahlgren, and Financial Assets Oversight Committee (serve as standing member on latter two committees).	Treasurer	No Change
Nov. (week of AFS annual meeting)	17. Organize registration desk and troubleshoot; prepare and present Treasurer's Report for Business Meeting; generate meeting attendee list. Provide banking signature cards to all officers for signature after business meeting so that Wedbush checking and 1 <sup>st</sup> National Bank AK accts. signers are updated.	Treasurer/Book-keeper	Asst. Treasurer and other volunteers could be trained up to take over set up/take down of desk each day, using credit card machine, making name tags for walk-ins, etc. Treasurer/Bookkeeper would continue to troubleshoot, do Treasurer's Report, and update Quickbooks at meeting (produce statements, attendee list) for walk-ins, write checks, etc.
Nov.-Dec.	18. Finalize books after Annual meeting; provide backup copy of Quickbooks to CPA for their review	Bookkeeper w/Treasurer support	No Change
Dec. to June(?)	19. Coordinate with VP and local arrangements committee to pay deposits and other items for securing upcoming meeting venue	Treasurer	No Change
Quarterly	20. Meet quarterly with Wedbush rep. as a standing member of the Financial Assets Oversight Committee via teleconference to review investment portfolio	Treasurer	No Change
As needed	21. Prepare financial reports as requested by President and ExCom	Treasurer/Book-keeper	No Change

Appendix B: Alaska Chapter Treasurer Duties (Continued).

Task Timeframe	Task Description	Who Currently Does Task	Plan for Who This Could Be Delegated To or No Change
Annually	22. Keeps annual meeting materials such as past plaques, A/V materials, USB and power cords.... and ensures that they get shipped to the particular meeting coordinators and/or meeting location	Treasurer	Asst. Treasurer or other volunteer (preferably located near location of next annual meeting)
As needed	23. Maintains Chapter communications equipment, computer, printers, .... necessary for annual meetings and Cont. Ed. courses	Treasurer	No Change

## Appendix C. Advocacy Policy and Procedures.

### **Preamble:**

In response to a general decline in natural diversity of many aquatic systems in North America, the American Fisheries Society has become increasingly proactive in protecting aquatic habitats and fish resources. The Society has developed positions on several national issues including wetlands legislation, reauthorization of the Magnuson Act, and mining law reform, and has published 30 official Policy Statements on a wide range of habitat, environmental, and fisheries issues. On these issues of relevance to fisheries and aquatic resources, the Society has provided legislators and other policy makers with information relevant to the decision making process.

The members of the Alaska Chapter of the American Fisheries Society represent a wide breadth of knowledge and experience in the field of aquatic science. Adoption of an advocacy procedure will guide the Chapter in using the expertise of its membership to provide science-based information to influence public policy on fisheries and aquatic habitat issues.

The following procedures are recommended to guide the Chapter in adopting advocacy positions on fisheries and aquatic resource issues. Any aquatic resource issue, in Alaska, North America, or the world, may be addressed by the Chapter. The positions taken by the Chapter are suggested by members, reviewed by the Environmental Concerns Committee, approved by the Chapter's Executive Committee and/or membership and then appropriate action is taken.

The Alaska Chapter recognizes that science-based information is critically important to the issue resolution process, and must be provided in a timely manner. The Chapter is committed to a policy of supporting our fishery resources and intends to help resolve aquatic habitat and fisheries issues objectively and based on the best available scientific information.

Policy: The Alaska Chapter will publicly champion an aquatic habitat or fisheries issue if the following criteria are met:

1. The issue is pertinent to conservation of aquatic resources and habitats.
2. The issue is supported by 2/3 of the Chapter's membership or by **unanimous consensus** of the Executive Committee. If conflicts of interest arise amongst some members of the Executive Committee, then a unanimous vote will comprise 2/3 of the Chapter Executive Committee.
3. The Chapter can provide relevant, science-based information to help resolve the issue.
4. Minority opinions are solicited and included in the advocacy materials released to the public.
5. The Chapter commits to maintain involvement in the issue until it is resolved.

The following actions may be taken by the Chapter to provide information for resolution of aquatic habitat or fisheries issues:

1. Provide written comments, recommendations or letters to public or private policy bodies.
2. Draft and publish Chapter resolutions.
3. Prepare position or policy papers.

4. Testify at public hearings, legislative committee meetings, scientific meetings, or other forums.
5. Prepare media releases or letters to printed media editors.
6. Sponsor workshops or symposia.
7. Prepare and file "amicus curiae" or other briefs in legal proceedings.

Procedures: The following steps shall be taken by the Chapter when a decision has been made to take a public position on an aquatic habitat or fisheries issue:

1. An Alaska Chapter member or committee raises a concern or issue through a written Request for Action submitted to the Environmental Concerns Committee. The Request for Action shall include the following information:
  - a. A description of the issue of concern.
  - b. Scientific information that describes how aquatic resources will be affected by the identified issue of concern.
  - c. The action requested of the Chapter.
  - d. A list of individuals or organizations, including addresses and phones/faxes to whom the requested Chapter action is to be directed.
  - e. A list of resources the Chapter can bring to help resolve the issue.
  - f. A minority viewpoint on the issue.
  - g. The date by which the Chapter advocacy action must occur to be effective.
2. The Environmental Concerns Committee may deny the Request for Action or may return the Request for Action to the member or committee if additional information is needed; see Modification or Denial steps below. An approved Request for Action is forwarded to the Executive Committee.
3. The Executive Committee reviews the Request for Action and determines if the proposed action is consistent with policy. This review includes determination if, given the urgency of the concern and potential effects of the proposed action, the issue warrants review by the full membership.
4. If full membership review is warranted, the Environmental Concerns Committee publishes the Request for Action in the next *Oncorhynchus*; immediately distributes the Request for Action to all members along with a questionnaire requesting comments and recommendations by a specific date; or takes a phone poll of a random sample of members. Comments received are compiled by the Environmental Concerns Committee and addressed by the originator of the Request for Action or by the Executive Committee. If necessary, a revised Request for Action is prepared based upon review comments received. Another review process may be required before action can be taken. A 2/3 membership majority is required to take the proposed action.
5. If full membership review of the Request for Action is not warranted due to the issue and/or time constraints, the Executive Committee will obtain comments and advice from peer reviewers from within or outside the Chapter membership. The Executive Committee can request, if desired, at least a week to consider any requests before taking any action.

6. The Executive Committee takes the requested action.

7. Action taken by the Executive Committee is published in the next issue of *Oncorhynchus*. The Environmental Concerns Committee tracks the progress of the issue of concern, and periodically updates the membership in *Oncorhynchus*.

**Modification or Denial of a Request for Action:** The Environmental Concerns Committee or the Executive Committee may deny a Request for Action. If a Request for Action requires additional information or other modification before action can be taken, it may be returned to the originator for revision. The following steps describe this process:

1. If the Executive Committee determines the Request for Action is not consistent with Chapter or Society policy, the Request for Action may be denied.

2. If the Environmental Concerns Committee or Executive Committee determines the Request for Action requires revision before further formal review, that committee may work with the originator to modify the Request for Action.

3. If the originator does not concur with the above procedures, the Request for Action may be denied.

4. For any Request for Action that is denied, the acting committee shall issue a written statement to the originator explaining the denial.

5. When a Request for Action is denied and the originator believes the Chapter should take action, the originator shall be encouraged to place the issue before the membership as a written position in *Oncorhynchus* and in a debate at the next Chapter annual meeting. The final outcome of debated issues will be decided by 2/3 majority of the members present at that annual Chapter business meeting.

Appendix D. Alaska Chapter AFS annual meeting planning schedule.

Note: This schedule is designed for a November Chapter meeting and serves as a general guideline.

Nov-First contacts with potential session leaders.

Select meeting location

Dec - Announce Time, Place in newsletter

First Call for papers in newsletter

Select meeting theme

Develop list of topics for 5-6 sessions with 4- 6 papers each and plan time for 15-25 contributed papers

10 Dec-*Oncorhynchus* - Announcement of Time, Place, Theme, Topics and first call for papers

Jan-Select local arrangements chairperson.

Select Host Hotel, meeting facility

Decide whether to hold a trade show, find chair

Develop list of potential Continuing Education Topics/Speakers

Feb-Final list of sessions, session chairs

Develop Preliminary draft agenda

Determine special speaker choice, begin contacts

Draft budget

Determine keynote speaker

March -Second call for papers, list of sessions in Newsletter

Contact special presenters, keynote speaker

Guidelines to session chairs

10 March-Call for papers in *Oncorhynchus*.

May-Written contract with Host Hotel and meeting facility.

Draft Agenda with specific papers from session chairs

Obtain bids on program printing

June -3rd call for paper, tentative agenda in newsletter

Begin collecting door prizes

Order past president plaque

10 June-Agenda Topics, 3rd call for papers in *Oncorhynchus*.

Communicate with session leaders.

July-Finalize budget

Decide if want to print newsletter two weeks early (for final call for papers and earlier deadline)

August-Set fees

Finalize registration form

Guidelines to Presenters

## Final Session agenda

### September-Last call for papers

Final arrangements with Host Hotel

Detailed agenda in newsletter

Cover design for program (AK Chapter can choose from a variety of logos that were commissioned in 2005, Appendix D.1).

Trade show deadline?

Collect raffle items and Door Prize.

1 or 10 Sept-Detailed Agenda for *Oncorhynchus*.

-Registration form for *Oncorhynchus*.

-Last call for papers for *Oncorhynchus*

### October-Final date for contributed papers

Final program to printer

### Nov-Finalize registration procedures

### December-Thank you's to session chairs, raffle and door prize contributors

Appendix D.1. Chapter logos commissioned by Alaska Chapter in 2005.





## Appendix E. AK Chapter Abstract Guidelines.

### ABSTRACTS

(From: Guide for Authors TAFS 121:142-148, 1992)

*Title* - The title should accurately reflect a paper's content. Most of the best titles -those that attract a reader's attention and interest - are short (12 words or less). Latin binomials covered by the Society's lists of common and scientific species names should not be included in the title. Authors of scientific taxa also should be omitted.

*Author(s)* - Centered; first name, last name. affiliation, address.

*Abstract.* - Abstracts should summarize the results and conclusions in concise, declarative prose, and should be no longer than 1/2 to 2/3 of a page. They should neither list the contents (this is presented; that is discussed) nor review the methods. Abstracts should represent the material fairly and accurately.

*Sample* -

#### **GENETIC VARIATION IN SOCKEYE SALMON IN SOUTHEAST ALASKA AND NORTHERN BRITISH COLUMBIA**

**Charles M. Guthrie III**

**National Marine Fisheries Service**

**Auke Bay Laboratory**

**11305 Glacier Highway**

**Juneau, AK 99801**

Samples were collected from spawning populations of adult sockeye salmon (*Oncorhynchus nerka*) between 1986 and 1990 to be used to establish genetic baseline data for this species. These data will be used to facilitate solving stock separation problems in mixed-stock fisheries. Protein electrophoresis was used to obtain genetic data from 70 collections in 45 locations in southeastern Alaska and northern British Columbia. The collections were screened for 9 to 40 genetic loci for which allelic frequencies were obtained. A preliminary analysis of the genetic relationships among the collections will be presented.

### **Alaska Chapter AFS Abstract Guidelines.**

Abstract should include following:

1. Title
2. Authors' name, affiliation, and contact info (for multiple authors, the first author should be a presenter).
3. Preference for oral or poster
4. Abstract

The abstract title should be descriptive but brief. The abstracts should list all authors, affiliations, and postal, phone, and e-mail addresses. The abstracts should be 300 words or less and should contain a statement of the problem, study objectives, summary of the methods, major findings and key conclusions.

## Appendix F. Presentation guidelines.

### *Poster Presentation*

#### **Poster Session**

- Posters will be displayed throughout the conference.
- Presenters are requested to be available for questions during the poster session.
- Direct format and display questions to the poster session chair.

#### Poster Size and Display

- Posters will be displayed on easels and/or walls.
- Presenters are required to assemble and disassemble their own poster.
- We will provide a rigid 32" by 40" poster board for each presenter to stabilize or assemble their poster.
- We will provide tacks, push pins, clamps, Velcro strips, and tape. Materials will be available at the symposium registration desk.

#### Poster Format

- Poster headings should include a title, author's name, and affiliation.
- All text must be in English.

#### Poster Hints

- Keep it simple by limiting yourself to a single problem or hypothesis.
- Convert tables to figures if possible.
- Minimize text and avoid large blocks of text.
- Text lettering should be at least 14 points so it can be legible at 4 feet.
- For readability, use a sans serif font; Arial, Helvetica, or Univers work well.

### *Oral Presentation Graphics*

(PowerPoint Presentations, Slides, Overheads)

**Everybody in the room must be able to read your graphics.** Don't you hate it when a speaker puts up slide after slide with 20 lines of tiny typed text? Don't you hate it when a speaker puts up a slide that you can't decipher and says, "Sorry, I don't know if you can see this, but I just put it in here to show that..."? Don't you hate it when a speaker puts up a handwritten overhead that's illegible? **DON'T DO that!**

**Your graphics don't have to stand alone.** Figures submitted with manuscripts are expected to be able to stand alone, with enough detail to be understood by someone who has never seen the rest of the text. You have to forget this when making graphics to back up an oral presentation. Your graphics won't be standing alone; you will be standing right there beside them. YOU will be giving the talk, not the graphics.

Rule #1. Make things big enough for everyone to read.

Rule #2. Simplify things enough so that they will be readable.

- If you can get more than eight lines of text on a horizontal graphic, your text is too small. Make it bigger.
- Sans serif type **like the type on this page** is easier to read at a distance than type with serifs like this, and lowercase text **like this** is easier to read than all caps **LIKE THIS**.
- Light text on dark backgrounds and dark text on light backgrounds are much easier to read than one medium color on another.
- Don't use whole sentences; use phrases or key words. Use abbreviations and “&”.
- Round numbers to 2 significant digits.
- Try to limit text to no more than 6 lines (**never** more than 8)
- Limit tables to 3 rows × 3 columns, or 2 rows × 4 columns (or 4 × 2).
- Limit line graphs to 4 lines.
- Limit bar graphs to 12 bars (4 groups of 3, 6 groups of 2, or 12 single, etc.).
- Different colored lines or bars are much easier to follow than different dot and dash patterns or hatching patterns.
- Use patterns combined with colors for optimal coding. Color can convey additional information without using additional space. Be consistent; use the same colors to mean the same things throughout your talk. Try to choose colors that are not the same value (lightness/darkness); contrasting colors or patterns are easier for everyone to distinguish, but especially the colorblind folks in the audience.

## **Guidelines for Oral Presentations**

### *Guidelines for Speakers in Symposia and Technical Session*

1. Rehearse your talk before the meeting and be certain that you do not exceed the allotted time. Have peers evaluate your talk. Consider their suggestions.
2. Podium lighting and microphones are not always available or dependable. Therefore, do not rely on note cards. Practice speaking slowly and audibly.
3. Check your slides or computer-generated images in the AV preview room prior to your talk (see program book for the location). If possible, arrange for your session moderator to be present so that the moderator may identify potential problems with your slides.
4. Transfer your computer presentation to the session moderator well in advance of the session. Try to run your presentation on the actual computer to be used for the session to ensure compatibility.
5. Check in with your session moderator well in advance of the session for any changes.
6. Arrive at the meeting room prior to the end of the last session; often you will be asked to meet with the session chair during the break between sessions to receive any last minute instructions or make any necessary adjustments.
7. Initialize your presentation while you are being introduced; don't wait until after your introduction.
8. Objectives must be clearly stated. Conclusions should relate back to your objectives.
9. Avoid unnecessary detail in the methods. Primarily discuss results and conclusions (unless methodology is the central topic of your study).

Appendix G. Sample award nomination form.

## [YYYY] AFS-Alaska Chapter Award Nomination Form

I/We nominate \_\_\_\_\_ for the Alaska Chapter's (please check only one below):

\_\_\_\_ Wally Noerenberg Award (WNA)

\_\_\_\_ Meritorious Service Award (MSA)

\_\_\_\_ Chapter Service Award (CSA)

\_\_\_\_ Almost Darwin Award (ADA)

because of the great and outstanding contribution(s) made by him/her/them to Alaska fisheries (WNA), the Alaska Chapter of the American Fisheries Society (CSA), or because of some meritorious service (MSA) the nominee has performed in the field of Alaska fisheries, or some humorous and outrageous faux pas committed by a fisheries professional (ADA). Please summarize the outstanding points of why you feel the nominee is justified to receive the award (about one page). Although not required at the time of nomination, supporting documents (e.g. letters of support from individuals or organizations, a list of published papers, accomplishments, c.v., etc.) may be requested to help determine the nominee's qualifications for the award.

Nomination submitted by:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Name/contact information for colleagues willing to provide letters of support for the nominee:

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Please feel free to submit any other supportive documentation that you think will be of use to our award committees, as well as photos or video for the Almost Darwin Award.

**NOMINATIONS MUST BE SUBMITTED BY JANUARY 31, [yyyy] TO BE CONSIDERED FOR THIS CALENDAR YEAR.**

Submit MSA, CSA, and Almost Darwin Award nominations and letters of support for nominations to [Award Committee Chair Name, address, phone, e-mail]. Submit Wally Noerenberg Award nominations and letters of support for nominations to [Award Committee Chair Name, address, phone, e-mail].

## **Wally Noerenberg Award (WNA)**

The WNA is the highest award given by the Alaska Chapter of the American Fisheries Society (AFS). It is bestowed as a special honor to an individual or individuals for great and outstanding contributions to Alaska fisheries. Contributions by nominees may include: scientific research; technological development; species and habitat management; innovations in harvesting, processing, or marketing; academics and fishery education; or involvement in national and international affairs affecting Alaska fisheries.

The WNA Committee, comprised of three past-Presidents of the Alaska Chapter, will review all WNA nominations and submit their recommendation to the Executive Committee, which will make the final determination whether or not the award is bestowed in a given year. Please note that supporting documents are requested but NOT required at the time of nomination (i.e., prior to January 31). The WNA Committee may contact nominators to provide additional supporting materials if the original nomination packet does not provide sufficient information to determine the nominee's qualifications for the award.

## **Meritorious Service Award (MSA)**

Nominations for the MSA can be based on an outstanding contribution in any area of Alaska fisheries, including research, management, education, planning, industry, and policy development. Nominations do not have to come from AFS members, nor do nominees need to be active members. The contribution or accomplishment of the candidate must be recent and not the result of many years of effort; recognition of career-long contributions is more appropriate for the Wally Noerenberg Award. The Awards Committee will select winners based on strength of the nomination and the accomplishment.

## **Chapter Service Award (CSA)**

The CSA was established to award outstanding service to the Alaska Chapter of AFS. These candidates should have been involved in some or all of the following activities: active participation in standing or ad-hoc committees; made important contributions to advance the current objectives, long-term goals or stature of the Chapter and fisheries professionals; contributed a significant amount of time to Chapter activities; improved public awareness of the Alaska Chapter and Chapter activities; encouraged development of students as fisheries professionals through recruitment and involvement as Chapter members; and recruited fisheries professionals as Chapter members.

## **Almost Darwin Award (ADA)**

The ADA recognizes the most humorous and outrageous fisheries faux pas of any fisheries professional. The nominees must have committed the faux pas within the last calendar year. Please include a photo or video of proof along with the story.

Appendix H. Alaska Chapter student paper and poster award evaluation forms.

ALASKA CHAPTER MEETING  
Best Student Paper Evaluation Form

Author(s) \_\_\_\_\_  
Title \_\_\_\_\_  
Time \_\_\_\_\_

**CONTENTS**  
**Score**

1. Title – Does it accurately describe the subject? **5 points**  
\_\_\_\_\_
2. Introduction – Were objectives and purpose clearly stated? Adequate description of the background, historical context, justification for the study? **15 points**  
\_\_\_\_\_
3. Methods – Were sampling procedures innovative and easily understood? Appropriate study design? **10 points**  
\_\_\_\_\_
4. Results – Adequate and appropriate analytical methods? Was the data analysis easily understood? Interpretation of results perceptive and correct? **10 points**  
\_\_\_\_\_
5. Summary – Main findings summarized? Value and relevance to fishery science clear? Uniqueness of findings, concepts, interpretations? Appropriate recommendations? **10 points**  
\_\_\_\_\_

**DELIVERY STYLE AND PHYSICAL PRESENTATION**

1. Delivery – Voice volume and quality, enthusiasm, grammar, eye contact, posture and body language, Pronunciation, articulation, easily understood language, jargon, appropriate humor? **15 points**  
\_\_\_\_\_
2. Organization – Was the data and information adequate – too much, too little, redundant, easy to follow? **20 points**  
\_\_\_\_\_
3. Visual Aids – Visual aids relevant, visible, simple, comprehensible, attractive, imaginative, conveyed intended message? **15 points**  
\_\_\_\_\_

**OTHER CONSIDERATIONS/COMMENTS**

**Overtime** – Subtract points for being overtime. Presentations 15 minutes. **–5 points/minute overtime**

Total Score \_\_\_\_\_

For non-typical science papers adjust scoring and emphasis (e.g. for summary papers methods and results may not be considered)

**CONSIDER FOR BEST PAPER AWARD? (Y/N)**\_\_\_\_\_

Appendix H. Continued.

**ALASKA CHAPTER MEETING  
Best Student Poster Evaluation Form**

Author(s)

\_\_\_\_\_

Title \_\_\_\_\_

–

**CONTENTS**

**Score**

1. Abstract – Does it concisely state the objectives and scope of the investigation, describe the methods, summarize the results, and state the principle conclusions? Does it motivate interest? **5 points**

\_\_\_\_\_

2. Title – Does it accurately describe the subject? **5 points**

\_\_\_\_\_

3. Introduction – Were objectives and purpose clearly stated? Adequate description of the background, historical context, justification for the study? **10 points**

\_\_\_\_\_

4. Methods – Described in appropriate details? Sampling procedures innovative and easily understood? Appropriate study design? **10 points**

\_\_\_\_\_

5. Results – Adequate and appropriate analytical methods? Was the data analysis easily understood? Interpretation of results perceptive and correct? **10 points**

\_\_\_\_\_

6. Summary – Main findings summarized? Value and relevance to fishery science clear? Uniqueness of findings, concepts, interpretations? Appropriate recommendations? **10 points**
- 

## **STYLE AND ORGANIZATION**

1. Style – Visual presentation - attractive, imaginative, clearly visible. Language - well written and easily understood, good grammar, spelling. Overall - comprehensible presentation, which simply conveyed intended message **25 points**
- 

2. Organization – Did the speaker follow a well-defined format (see contents above)? Was the data and Information adequate – too much, too little, redundant? Was poster laid out well – could you follow the intended path of the presentation of the material. **25 points**
- 

## **OTHER CONSIDERATIONS/COMMENTS**

Total Score \_\_\_\_\_

For non-typical science posters adjust scoring and emphasis (e.g. for summary posters methods and results may not be considered)

**CONSIDER FOR BEST POSTER AWARD? (Y/N)** \_\_\_\_\_

## Appendix I. Alaska Chapter Financial Plan.

Alaska Chapter  
American Fisheries Society  
Financial Plan

### I. INTRODUCTION

The Alaska Chapter of the American Fisheries Society is a nonprofit organization dedicated to sound stewardship of Alaska's aquatic resources, primarily through the education of aquatic resource professionals and the distribution of information to resource stakeholders. It is intended that opportunities provided by the Chapter for education, mentorship, and professional growth and recognition be available, and affordable, to as many aquatic resource specialists as possible, particularly to Chapter members. This Financial Plan was prepared by a Financial Plan Committee<sup>8</sup> comprised of Chapter past presidents. This plan is intended to guide the Chapter membership and its Executive Committee (ExCom) in managing and spending the Chapter's financial assets. The ExCom is responsible for ensuring that the guidelines in this plan are followed to the extent practicable. Unforeseen events will arise, and the ExCom shall have the flexibility to make decisions about the Chapter's financial resources, or consult the Chapter membership, as the situation warrants (see Project Approval).

### II. LONG-TERM FINANCIAL GOAL

The long-term financial goal of the Alaska Chapter is to be economically solvent while using Chapter resources for various membership services, and to encourage sound scientific research and enlightened management of aquatic resources of Alaska for optimum use and ecosystem health. To these ends, the Chapter may use its financial resources to support continuing education and information exchange among aquatic resource professionals, student participation in Chapter events, and special projects that are compatible with the long-term goal. It is desirable, but not imperative, that each Chapter activity or event yield a net profit. However, to maintain financial solvency within any fiscal year, it is critical that the Chapter balance its financial obligations with its revenue base, including adapting to variable investment returns and proceeds from Chapter activities. Because of these uncertainties, this Financial Plan is intended to provide general policy guidance and is not meant to be a specific spending plan.

### III. ANNUAL FINANCIAL CYCLE

The Chapter fiscal year, from January 1 through the following December 31, has recurring activities that generate and use revenues. Primary activities are the annual meeting, continuing education classes, publication of the newsletter *Oncorhynchus*, maintenance of a web site, and liaison to the Western Division and the Parent Society. Revenue streams are also used for awards, student support, ExCom travel, and other purposes according to the plan articulated below. The Chapter's monetary assets shall be maintained in several designated funds, described in Section IV-B. Some funds are restricted and may only be used for designated activities. Unrestricted funds may be used for any

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<sup>8</sup> This plan was prepared by members of the Chapter Financial Plan Committee: Bill Bechtol (2003 co-chair), Bill Wilson (2003 co-chair), Bill Hauser, Tom Kron, Peggy Merritt, Kate Wedemeyer, Alex Wertheimer, and Lou Carufel.

Chapter activities, including supplementing restricted activity expenses. Generally, the Chapter membership shall approve major expenditures, but the ExCom shall approve expenditures to conduct the daily business of the Chapter's primary activities. The Chapter receives income from a variety of sources, including activities listed above; grants; gifts; and other sources, such as Fishes of Alaska book royalties. These revenues provide the financial base to conduct the Chapter's annual activities. In addition to maintaining financial self-sufficiency, the Chapter will maintain a contingency balance for unforeseen exigencies. Chapter investments shall be reviewed annually by an investment advisor.

#### IV. THE PLAN

This plan is a living document that shall be adopted and amended, as is deemed appropriate by either the ExCom or the Chapter membership. Records of such changes shall be documented in the minutes of the annual Chapter business meeting. This plan primarily addresses two main components of Chapter finances. First is to provide guidelines on how capital generated or received by the Alaska Chapter is to be expended, dispersed, or distributed in the fulfillment of the Alaska Chapter goals and objectives. Second is to provide recommendations on the investment and transfer of Chapter monies so as to provide for optimal long-term protection of those funds until such time as the monies are needed.

##### **A. Chapter Expenditures**

###### **1. Prioritized Expenditures**

Table A.1 shows a prioritized list for monetary expenditures by the Alaska Chapter. These priorities are further clarified in language embodied in the Chapter Bylaws and the Chapter Procedures Manual. Amounts provided should be viewed as guidelines and not fixed limits. In some cases, the utility of an expenditure can be maximized to achieve multiple objectives. For example, a guest lecturer brought to the annual meeting as a keynote address or banquet speaker can also be used to teach a continuing education course in exchange for providing travel and/or lodging costs. ExCom members traveling for Chapter business will seek travel funds from their sponsoring organization to the extent feasible; Chapter resources for ExCom travel will be secondary, and in such cases, the ExCom should restrict the level of travel to sending the Chapter President-elect to the Parent Society meeting, the Chapter President to a Division meeting, and providing lodging for the sitting President at the annual Chapter meeting.

Table I.1. Estimated costs and revenue sources for monetary expenditures by the Alaska Chapter.

Expense Category <sup>a/</sup>	Beneficiaries	Purpose	Annual Cost (K)	Source Funds <sup>b/</sup>	Annual Income (K)
Membership Dues	Membership	Varied	\$0.0	GF	\$4.0
Contingency	Membership	Contingencies	\$12.0	GF	\$10.0
Annual Meeting	Membership	Education	\$22.0	GF	\$35.0
Newsletter	Membership	Education	\$2.5	GF	\$0.0
Accounting & Business Costs	Membership	Education	\$3.0	GF	\$0.0
Continuing Education Courses	Res. professionals	Education	\$5.0	GF	\$15.0
Guest Lecturers	Membership	Education	\$3.0	GF	\$0.0
Student Travel <sup>a/</sup>	Students	Mentorship	\$4.0	Fund A	\$0.0
Cultural Diversity Travel <sup>a/</sup>	Minorities	Mentorship	\$2.0	CDF	\$0.3
Wally Noerenberg Award	Res. Professionals	Professionalism	\$0.5	NF	\$0.3
Other Awards	Res. Professionals	Professionalism	\$1.5	Fund A	\$0.5
ExCom Travel	Membership	Representation	\$4.0	GF	\$0.0
International Relations	Res. Professionals	Education	\$0.5	GF	\$0.0
Aquatic Education	Varied	Education	\$0.5	GF	\$0.0
Environmental Outreach	Res. Professionals	Education	\$1.0	GF	\$0.0
Special Projects	Res. professionals	Varied	Varied	Fund A	Varied
Silent Auction Prizes and Costs	Membership	Varied	Varied		\$2.0
<b>TOTAL</b>			<b>\$59.5</b>		<b>67.1</b>

a/ Student and cultural diversity travel awards may cover a portion of the travel costs to the annual Chapter meeting; actual travel award amount will vary by meeting location.

b/ GF = General Fund; CDF = Cultural Diversity Fund; NF = Noerenberg Fund; Raffle = Raffle Fund. See Section IV.B for detailed descriptions of funds.

Using the above guidelines, the Chapter should seek to generate gross annual revenues from its annual meeting and continuing education classes of approximately \$70,000, with proceeds primarily used to defray annual meeting and course costs, and secondarily used to fund the newsletter, business and accounting costs, guest lecturers, ExCom travel, outreach activities and award supplements. Depending on the financial resources available, lower priority expenditures that depend on General Fund revenues might not be funded each year. A contingency balance of approximately \$12,000 should be maintained in the General Fund after all other annual expenses have been met.

## 2. Chapter Project Guidelines

In fulfillment of its mission, the Chapter may undertake special projects, either alone or in collaboration with other organizations. Past examples include habitat restoration workshops, a salmon stock status study, publication of Fishes of Alaska, and hosting of Western Division, national, or international meetings or symposia. Funds to initiate a special project may be committed from the General Fund or from other sources such as grants, gifts, or agency donations. Chapter projects will be implemented through either an appointed *ad hoc* or a standing Chapter committee. Projects may be ongoing, annual, or one-time activities. The committee chair serves as the liaison between the committee guiding an activity and the Chapter President or ExCom.

**a. Project Plan** - Before any Chapter project is initiated, a project plan shall be prepared and submitted for approval. The project plan shall include at least the following:

- (1) Proposed budget, including annual and total project expenses and income;
- (2) The amount and source of funding, including Chapter funds, identified and available when the project plan is drafted;
- (3) Project timeline;
- (4) Project deliverables, including annual and final reports or other documentation to be made available to the membership through either the annual Chapter business meeting or the *Oncorhynchus*;
- (5) Project participants;
- (6) Product recipients and/or beneficiaries;
- (7) Contingency plan for financial exigencies and technical problems; and
- (8) Other criteria deemed appropriate by the ExCom.

**b. Project Approval** - Project plan approval is hierarchical and depends on the anticipated costs to the Chapter, expected net revenue, duration, and complexity of the project (Table A.2). As a general guideline and to provide financial security to the Chapter, it is suggested that projects not be approved unless 60% of the total project expense has been encumbered into Chapter accounts or supporting agency accounts. Because goals and objectives may change during a project, the financial status and prognosis for successful completion of the project should be periodically evaluated by the ExCom and annually reviewed by the Chapter membership. Projects for which anticipated expenditures increase by more than 5% from the original project budget must be resubmitted to the ExCom for approval.

Table A.2. Approval schedule for Chapter special projects.

Gross Expense	Duration	Approval
Up to \$200	Annual	Chapter President
Up to \$2,500	Single Annual Event	ExCom
Up to \$5,000	Multiple Events	ExCom
More than \$2,500	Single Annual Event	Membership
More than \$20,000	Multiple Year	Membership

## B. Chapter Investments

The second component of the Chapter Financial Plan involves the investment of Chapter capital. Because the Chapter membership is comprised of volunteers that generally lack the necessary skills to determine the appropriate investment vehicles for Chapter funds, the use of external expertise is recommended. The primary objectives of financial investments should be to: (1) provide a non-depreciative medium for the storage of Chapter funds; (2) ensure sufficient funds are available for regularly scheduled Chapter activities, such as awards, travel or scholarships; (3) ensure sufficient funds are maintained as liquid assets with short-term availability for ongoing Chapter business, and (4) provide funds that may be needed for unforeseen exigencies. Ideally, some projects may be funded through annual interest on capital invested in dedicated accounts. Because the investment required to generate meaningful interest may be substantial, other Chapter monetary assets may be needed to supplement investment returns for some activities.

The Chapter will maintain two investments with earnings earmarked for specific uses. Fund A will be invested to maximize annual investment return while protecting principal. Fund A proceeds (earnings) will be used for items including: grants for student travel to the Chapter's annual meetings; miscellaneous Chapter awards; and the Best Paper and Best Poster awards at annual meetings, including administrative costs for plaques, certificates, postage, receptions, etc. Unexpended annual earnings from Fund A shall be reinvested into the Fund A corpus.

A second type of investment, the Wally Noerenberg Fund and the Cultural Diversity Fund, will be managed to achieve an annual investment return of approximately \$700 each. Earnings from the Noerenberg Fund will be used for the cash award for the Wally Noerenberg Award for Fisheries Excellence, including award administration costs for plaques or certificates, postage, etc. Earnings from the Cultural Diversity Fund will be used to fund travel grants awarded by the Chapter's Cultural Diversity Committee. These funds shall be managed to be self-perpetuating. If an award is made in a year when fund earnings are insufficient for the desired magnitude of the award, the ExCom may supplement the awards from other revenue sources. In a year that the awards are not granted, fund earnings will be reinvested into the corpus of the respective fund.

A third investment, the General Fund, will be an interest-bearing checking account or similar vehicle used for holding the funds used for cash flow for the Chapter's daily business operations. Account earnings will be reinvested into the General Fund corpus. The General Fund should maintain a contingency balance of approximately 50% of the cost of hosting the annual Chapter meeting, or approximately \$12,000.

Given the varied objectives of the Chapter Funds described above, a professional investment advisor should be consulted regarding the appropriate investment vehicle for each fund.

The current accounts maintained by the Chapter should be reorganized and condensed as follows:

- The "Business Account" shall be renamed the General Fund
- The "Money Market Account" shall be renamed Fund A
- The "Fishes of Alaska Account" shall be liquidated and reinvested into Fund A
- The "Cultural Diversity Account" shall remain as is
- The "Wally Noerenberg Award Account" shall be renamed the Noerenberg Fund

Investment of proceeds from special projects into Fund A facilitates the long-term goals of the Chapter. The book Fishes of Alaska provides an example of a major Chapter project undertaken in anticipation of a yield of substantial education, scientific, and financial benefits to the Chapter. The Chapter will receive annual royalty revenues from Fishes of Alaska sales. Under a 2002 agreement, net revenues from book sales will be distributed 60% to the Parent Society, 30% to the Chapter, and 10% to the authors. Chapter revenues will decrease as book sales decline over time. Given this anticipated prospectus, revenues from sales of Fishes of Alaska shall be invested into the Fund A corpus. A summary of the financial status of Fishes of Alaska revenues is provided below (Section VII).

Unless or until the Chapter is able to invest a large amount of capital in Fund A or the Noerenberg or Cultural Diversity Funds, these assets will not likely generate revenues sufficient for all desired awards, travel assistance, and other expenditures. In any year, the Chapter may be required to supplement fund investment earnings with General Fund assets in order to finance awards or

scholarships. The ExCom may consider allocating a portion of net revenues from the Chapter annual meeting and continuing education courses to support these activities. Again, the Chapter shall take a conservative view toward balancing its spending desires with its available revenues.

Figure 1 illustrates the flow of revenues from investments, meeting and continuing education courses, special projects, gifts and grants, and other sources through the various Chapter funds.

## V. ANNUAL REPORT

It is important that Chapter financial structure and revenue flow be transparent to the membership and other interested parties. The Chapter Treasurer shall annually prepare a report of Chapter finances for the preceding fiscal year. The report shall be presented to the membership at the annual meeting and published in the January issue of the *Oncorhynchus*. The annual Financial Report will summarize all revenues received, spent, and invested, the status of all fund balances, and shall include at a minimum:

- costs and net revenues of the annual meeting;
- costs and net revenues of continuing education classes;
- costs of the *Oncorhynchus*;
- Chapter business expenses, including accounting, ExCom travel, and other expenditures;
- payments for scholarships, awards, student travel, or Cultural Diversity Travel;
- contributions and supplements to the corpus of the Chapter Funds; and
- costs and net revenues from other uses of Chapter financial resources.

## VI. CURRENT ASSETS

(Available at each annual business meeting)

### Fishes of Alaska Revenues

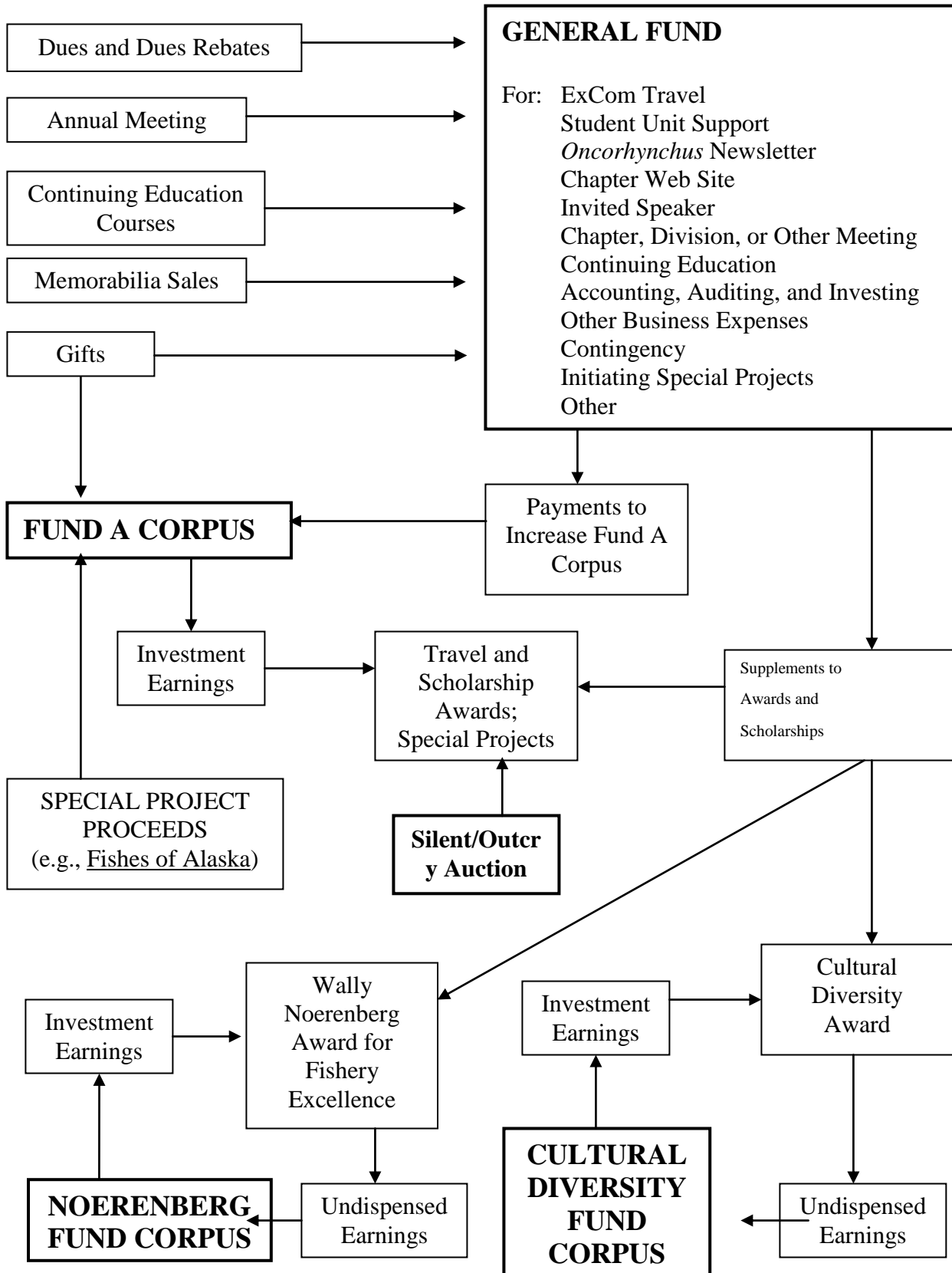
The Chapter initiated a special project in late 1989 to publish a taxonomic guide to the fish species inhabiting the fresh and marine waters of Alaska. The book Fishes of Alaska was published in 2002. When sent to the printers, the costs of approximately \$350,000 to research and produce the book had already been procured by the Chapter's Fish Key Committee and spent to develop the camera-ready document. At that point, the project was debt free. Printing costs were partially defrayed with a grant from USGS. The Chapter established an agreement with the Parent Society that after the remaining printing costs were reimbursed, 30 % of the net book sales revenues, less order fulfillment costs and contributions to the AFS Publications Endowment Fund, would flow to the Chapter.

The following summarizes the status of costs and payments for printing Fishes of Alaska and the net revenues streaming from book sales through October 2003. The Chapter will receive a payment for book sales through October 2003 soon. All currently anticipated and future royalty payments to the Chapter from Fishes of Alaska sales shall be deposited into Fund A. By early 2004, Fund A's balance will be over \$53,000. At a 4 % return, Fund A should generate about \$2000+ for Chapter awards. A professional investment advisor may recommend an investment vehicle for Fund A that will generate a higher rate of return.

### Fishes of Alaska – Sales and Royalty Payments Update (through October 2003)

Printing costs	\$56,368
USGS grant to the AK Chapter	<u>\$35,000</u>
Printing cost to be reimbursed	\$21,368
Sales through December 2002	\$67,368
Less printing costs	\$21,368
Less order fulfillment costs	<u>\$5,200</u>
Net proceeds through December 2002	\$40,800
Net proceeds through October 2003 (less fulfillment)	<u>\$17,782</u>
Total proceeds through October 2003	\$58,582
Royalty payment currently due to AK Chapter	<b>\$17,575</b>

Figure I.1. Generalized flow diagram for the AFS Alaska Chapter Financial Plan.



## **A Plan for the Molly Ahlgren Scholarship Fund**

Prof. Molly Ahlgren was an associate professor of environmental science at Sheldon Jackson College. The Alaska Chapter of the American Fisheries Society elected her to be the Chapter's president in 2005, after many years of her active involvement and leadership in the chapter. Less than two weeks after being installed as president, she was killed in a boating accident. It was more than a just a tragic accident: She was a volunteer EMT responding to a call for aid, and she died in service to the community of Sitka. Those that knew her well remember her as respected and devoted teacher at Sheldon Jackson College. The Chapter responded by creating the Molly Ahlgren Scholarship fund to honor her life and her life's work. The Executive Committee of the Chapter formed an ad-hoc committee to develop a plan for the scholarship, which is outlined below.

Guiding principles and Chapter commitments:

1. The Alaska Chapter will contribute \$5,000 per year to the fund for four years starting in 2005.
2. The scholarship fund will award \$2,000 for the 2006–2007 school year and \$2,000 2007–2008 school year, to be drawn from the chapter's contribution in those years.
3. All other contributions to the fund will go into the principle, and awards after the 2007–2008 school year will be made from the funds interest income.
4. As long as the balance of the fund is below \$100,000, 50% of the interest income, rounded to the nearest thousand dollars, will be used for a student award, and the rest of the interest will be returned to the principle.
5. Subject to the continuing approval of the Chapter's Executive Committee, the award will be made to a deserving student at the University of Alaska or Alaska Pacific University in the disciplines of fisheries or aquatic science

Below is the establishment history of this award which was originally for a deserving student of Sheldon Jackson College. The college closed its doors in 2007. As a result, the award is available to any deserving student of a college in the State of Alaska.

**Alaska Chapter of the American Fishery Society**

**Prof. Molly Ahlgren Memorial Scholarship Fund Agreement  
Sheldon Jackson College  
Sitka, Alaska**

Sheldon Jackson College (hereinafter the “College”) hereby agrees to establish the Molly Ahlgren Scholarship Fund (hereinafter the “Fund”) according to the terms of this agreement, to become effective upon receipt of the gift described in Article IV of this agreement.

- I. The purpose of the Fund shall be to provide support for academically qualified students majoring in Environmental Sciences. The award is to be presented to one deserving student annually, based on an evaluation of (a) academic performance, (b) leadership at the College, and (c) commitment to the fields of fisheries, environmental science, or biology.
- II. The intent of the scholarship is to honor the memory of Prof. Molly Ahlgren, and to honor her commitment to the students of Sheldon Jackson College.
- III. All contributions for the fund shall be entered in the College’s books and records for the Molly Ahlgren Scholarship Fund. The distribution and purpose of the fund shall be authorized by this agreement.
- IV. The Alaska Chapter of the American Fisheries Society enters into this agreement with the College on a year-to-year basis, subject to the continuing approval of the Executive Committee of the Chapter. The annual amount of the award will be determined annually based on the investment income available to the Alaska Chapter of the American Fisheries Society.

FOR THE FUND

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FOR THE INSTITUTION

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# Alaska Chapter - American Fisheries Society Molly Ahlgren Undergraduate Scholarship

## 20xx Application Procedure

The Molly Ahlgren Scholarship was established by the family of Molly Ahlgren and the Alaska Chapter of the American Fisheries Society in 2004 to honor her life and dedication as an Associate Professor of environmental science at Sheldon Jackson College <<http://www.fisheries.org/units/afs-ak/oncorhynchus/2005/onco251.pdf>>. Honoring her passion for undergraduate education in fisheries and aquatic sciences, this scholarship provides \$2,000 annually to a worthy undergraduate student entering their senior year of studies with the intent of earning a baccalaureate degree in fisheries or aquatic science.

Applicants must meet the following requirements:

- Be entering their senior year of study at the University of Alaska or Alaska Pacific University in the disciplines of fisheries or aquatic science
- Demonstrate potential for future contributions to a fisheries or aquatic science related profession
- Demonstrate financial need
- Be a member of the American Fisheries Society or in the membership submission process

Applicants will be evaluated on their work and/or educational experiences and interest in the fields of fisheries and aquatic science, interest in professional advancement, and reason(s) for financial need. The award recipient will be introduced at that year's Alaska Chapter Annual Meeting. All travel and meeting registration expenses will be paid for by the Alaska Chapter. The award recipient will also be expected to write a brief statement about their experience at the Alaska Chapter meeting to be submitted for publication in the Winter issue of the Alaska Chapter's newsletter, *Oncorhynchus*.

## APPLICATION CRITERIA AND PROCESS

1. Applicants must be a member of the American Fisheries Society or have submitted 20xx membership materials by the time of application. <<https://secure.fisheries.org/dotnet/createaccount/DuesCreationMemberRecord.aspx>> *AFS member number should be placed on application if current member in good standing.*

2. Applicants must have a major field of study related to fisheries or aquatic science.

3. Applicants must be an undergraduate student entering their senior year and be in good standing at the University of Alaska or Alaska Pacific University.

4. Applicants must submit an application package that contains each of the following:

A. Application form

1. A brief description of the student's degree program and the anticipated date of completion.
2. A statement of the applicant's career goals and reasons for applying for the scholarship.

3. A statement of the academic and professional activities and contributions to AFS and what they hope to accomplish in the fisheries science profession.
4. A statement of financial need.

B. A resume and a copy of their undergraduate transcripts.

C. Letters of reference from two people (one must be faculty of your university) who are familiar with the student's background and abilities.

**THE APPLICATION PACKAGE SHOULD BE POSTMARKED NO LATER  
THAN 18 OCTOBER 20xx.**

**SEND TO:  
Alaska Chapter of the American Fisheries Society  
c/o Lee Ann Gardner  
P. O. Box 672302  
Chugiak, AK 99567**

## APPLICATION FORM

### 20xx Molly Ahlgren Scholarship Award

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: (work) \_\_\_\_\_ (fax) \_\_\_\_\_ (home, optional) \_\_\_\_\_

American Fisheries Society member number \_\_\_\_\_ *(if current member in good standing)*

University of record \_\_\_\_\_

Degree major \_\_\_\_\_ Anticipated date of graduation \_\_\_\_\_

- 1) **Please describe your interests and experiences that demonstrate your involvement in fisheries or other natural resource related issues. Experience may include activities at home, volunteer work, workshops, employment, and/or school. Also, please list any natural resource related awards or honors received.** *(Attach more paper if additional space is needed.)*
  
- 2) **Please describe your personal and career goals related to fisheries or other natural resource field. Are you interested in a particular field in fisheries or other natural resources?** *(Attach more paper if additional space is needed.)*
  
- 3) **Please describe your financial needs and how this scholarship will help you to achieve your goal.** *(Attach more paper if additional space is needed.)*