

Western Regional Panel Executive Committee Monthly Conference Call Minutes

Thursday, August 13, 2009

Present: Blake Feist, Karen McDowell, Kevin Anderson, Amy Ferriter, Eileen Ryce, John Wullschleger, Bob McMahon, Erin Williams, Diane Cooper

Agenda items:

1) Discussion of Proposals (Blake, All)

- Which proposals are valid and will be sent forward to the membership on August 17 for voting?

It was decided that late proposals will not be included and sent forward to the membership. One proposal was invalidated for exceeding the maximum length as specified in the RFP. A total of 13 proposals will be forwarded to the voting members. Voting is due August 31st. Erin will send Blake list of voting members-only.

Improving the distribution of the RFP Announcement in the future:

In the future, the RFP email will include a specific request for listserv recipients to forward to State ANS listserves; State Council listserves, other relevant listserves, etc.

- Letters of Support:

Okay to have Letter/Email of Awareness after deadline as long as it is in time for moving ahead with the process. Will not include this information in RFP so the process doesn't get held up with really late letters.

b. If someone proposes work that affects more than one state, do they need a letter of support from each affected state? No

2) Meeting Preparations (All)

- Agenda: Erin updated the group on a few outstanding issues. Paul Heimowitz is helping arrange keynote welcome remarks. Will finalize agenda when Erin returns.

- Membership nominations

After group discussion about how to handle this at the meeting, Erin outlined a process that the group agreed to. There will be discussion at the meeting about what members the Panel would like (for topics that weren't nominated) and then if any topical nominations, those will be added to the ballot.

- Travel assistance: Travel for 13 members to participate at the meeting is being supported by the Panel and FWS. Two speakers are being supported by FWS.

- Field Trips

Since Erin will be on vacation, Blake will talk to Scott to see what to do re: their field trip (cancel or not?). Erin will talk to Jeff re: what to do re: field trip #2 (cancel or not?) before she leaves.

Kevin offered to manage field trip registrations while Erin is on vacation. Any other registrations due by August 27th to Kevin Anderson; Erin will send Kevin email by end of day with text.

- Logistics:

Govt issued ID needed for Field Trip #1; if have Federal ID that works too.

Kevin will send out anything else needed for field trips.

Transportation to Shellfish Bake - Diane will need some drivers to help get people to the location (TBD).

- Member reports status: Karen said the reports are trickling in and she'll send a reminder.

3) QZAP update

Timeline to make revisions by early October so it can be adopted at November ANSTF meeting.

California staff are working on edits; the plan first and then the appendices.

4) Decontamination efficacy study RFP update: Draft RFP sent to ExComm for comment by August 26th.

5) Q-ZAP Implementation meeting with WDAFS in April 2010? (Tabled to next call).

6) Next Call: **Weds, September 2nd** – arranged a call for last-minute preps for the meeting. 9am, 10am, 11am – same call-in number.