

Western Regional Panel Monthly Executive Committee Conference Call

Thursday October 11th, 2012

Attended by: Chair – Elizabeth Brown, Vice Chair – Karen McDowell, Coordinator – Leah Elwell, Beth Bear, Stephen Phillips, Kevin Anderson, Earl Chilton, John Wullchleger and Larry Dalton.

Minutes

1. Approval of Previous Call Minutes – Leah – All in favor.
2. Minutes from Annual meeting - Larry Dalton is creating a draft from the meeting note takers and will send out to the Ex Comm for review soon.
3. Coordinator Monthly Update – Leah.
 - a. website – A review of the content has been done to make changes and updates; corresponding with webmaster Britton to make the changes; presentations from annual meeting as well as AG materials will be posted as soon as possible
 - b. travel reimbursements have been reviewed for all that requested; Karen’s organization will be writing the checks, individuals should have their checks this month
 - c. Note November Ex Comm call changed – November call will be November 7th 10am
 - d. Will provide co-presentation with Paula Cotter National Association of Attorneys General on AG workshop at the ANSTF meeting in November
 - e. Sent out thank you to UT for generous hosting support for the 2012 meeting;
 - f. Propose to send out short monthly update to list serv – this will be formal, short and will reflect our monthly and ongoing accomplishments, there will be links to minutes, announcements and changes, comment requests from ANSTF and how to join/post to list-serv
4. Approval of Document – ANSTF Reporting Matrix related to the Strategic Plan – Elizabeth – Ex Comm provided comments on the Reporting Matrix as is related to the ANSTF Strategic Plan. McDowell - there will be other opportunities to potentially review, this will be part of on-going development with the Strategic plan and operational plan. It is posted in federal register. **Alert list serv of review opportunities when they arise.**
5. Membership Discussion – Leah - Approached by NW Power and Conservation Council to become a member; group will encourage them to apply, the vote by the membership to include new members will occur at the next annual meeting. As an aside to the membership request, the membership list that is part of the Procedures doc requires revision that can accommodate membership both new and current; at 2009 Seattle meeting some membership changes occurred that are not reflected in the current Procedures document, these and any new changes must be incorporated.
6. Progress/Next Steps on Oakland Facilitation notes and WRP Procedures Document – Elizabeth – Has a new document for Ex Comm review; **Review Deadline Monday the 29th October.** Will review at the Nov 7th meeting. This document will stay on the agenda until completed.
7. 2012 Annual Meeting Survey Results – Leah – Survey was a positive exercise; good input to help direct the 2013 meeting; suggested possible panel for states to contrast programs; dates seem

to be the 3rd and 2nd week preferred. Elwell will double check with Federal partner to make sure there is no conflict. 2nd week; will continue to do surveys following each annual meeting; **Put results of the survey in monthly update.**

- a. http://www.surveymonkey.com/sr.aspx?sm=AE8lvRKqVpLUW6OtICKvY_2b9cwg14_2bk_2fGn36vktvJEEQ_3d
8. 2013 Annual Meeting– Leah – plan a call with working group for October 25th 10 MST
9. NISAW – No report
10. WRP Working Group Updates – Roundtable for Liaisons
 - a. AG Workshop Follow-Up – Larry Dalton – Group is moving forward with the draft website that will have content from the meeting. **Include in List serv update.**
 - b. Recreational Ballast Tank – Elizabeth Brown– Variety of partners and CA stepped up to support a study. Phase I of the Study will start soon.
 - c. Coastal Group – Kevin Anderson –WRP will continue to be involved in a coordinating and communication role whenever possible; bringing recommendation to ANSTF to help build capacity and strengthen coordination in AK to respond to Tsunami marine debris and invasive species; European Green Crab – Vancouver Island discovered, raising issue with scientists across boundaries, Puget Sound Partnership held forum, partners are hoping to facilitate a forum to discuss next steps. Kevin will provide a report on the Green Crab activities. **Include in List serv update.**
 - d. Decontamination Guidelines – Stephanie – will be available on Friday; can working group be dissolved following the completion, Elwell will communicate with Stephanie Carman.
 - e. Lab Protocols and Standards – Stephen Phillips; No report at this time
 - f. Membership – Leah Elwell; next step is to assemble the working group
11. ANSTF Workgroup Updates – Roundtable for Liaisons – Karen was going to check in to see what all of these are in Nov and make sure we are involved where we need to be.
 - a. QZAP – No new information to report
 - b. ANSTF Snakehead – John Wullschleger – New iteration of the plan to review nearing completion for approval at ANSTF in Nov
 - c. Lionfish – John Wullschleger – Lionfish meeting for October, plan review in early stages
 - d. Ballast Discharge – Karen McDowell – Met in early October
 - e. Recreational Guidelines – John Wullschleger – In finalization stages for doc for approval at ANSFT in November
 - f. Strategic Plan / Action Plan – Karen McDowell – More information on this from ANSFT at meeting next month
 - g. NZMS – Beth Bear – The intent is to review the NZMS plan that is already in place, next steps are in discussion.
12. Recommendations to ANS Task Force – Elizabeth – **Include in List serv update**
 - a. Kevin moves to approve the recommendations put forth, all in favor.
 - i. Request the ANSFT review and approve the WRP generated “Field Crew Decontamination Guidelines” document

- ii. Request the ANSTF provide support to build capacity in marine debris management, specific to AK
 - iii. Request funding to support the implementation of components of the QZAP
- 13. Other ANSTF Deadlines and Requests – Karen; awaiting template from Susan Mangin to submit final report in December. Karen will let the group know requirements are to finish report. Leah will create a spreadsheet timeline to help better track when review of ANSTF documents and reports are due to improve WRP participation.
 - a. Annual Report due in December
 - b. Others....Water Garden, Classroom Guidelines – participation in these documents to comment. WRP does not have comments on these two documents; Leah will reply accordingly.
- 14. ANSTF November Meeting – Karen will present our recommendations and updates from the panel next month.