

Western Regional Panel Monthly Executive Committee Conference Call Minutes

Thursday July 12, 2012

Attendees: Leah Elwell (Coordinator), Karen McDowell (Chair), Elizabeth Brown (Vice-Chair), Stephen Phillips, Joanne Grady, Bob McMahon, Stephanie Carmen, Kevin Anderson, Tom McMahon, Larry Dalton, Diane Cooper.

Approved: Anderson, Dalton, McDowell

- A. NISAW/ AG follow up – Stephanie Carmen; National Invasive Species Awareness Week (next Winter 2013) held in DC. Carmen suggests WRP to host a workshop or congressional briefing that is a condensed version of the Phoenix AG/enforcement meeting. Carmen is willing to assist with set-up on the DC end. Work with the Sea Grant folks to set up for NISAW.
 - Details to discuss for the workshop/briefing: reauthorization of AIS act or new law?; afternoon session to improve attendance, focus on AG and enforcement.
 - Ex Comm members agree to work with Carmen to develop program at NISAW: Phillips, T. McMahon and B. McMahon, and Grady.
 - Others to involve: OR Sea Grant, lobby group (Amy); NISC may be able to help with funding to bring attendees (Sea Grant folks).
- B. Approve June 27 Ex Com meeting minutes – unanimously approved.
- C. Phoenix AG Meeting update – Grady provided meeting details. Draft agenda will be available shortly. WRP Ex Comm approves WRP Coordinator time to attend.
- D. Review small funding requests –
McDowell - very little money even available. SFBP acct holds approx 11-12K. If request are critical we want to support.
 - Kevin re: Tsunami meeting –NOAA and others are covering the travel support. Retracting request.
 - ISAN re: Car wash – McDowell made a motion to support the proposal. All in favor, AZ would like to be on car wash team.
 - ISAN re: Didymo Conference - Mc Dowell made a motion to determine support for proposal. No one in favor of support.
 - Discuss at annual meeting the process of how to deal with these small requests.
- E. Upcoming election for Ex Com process discussion/Meeting Participation via Web-ex
 - 4 seats are up for election. Cooper willing to step aside if others will run and thinks important to have new voices. B. McMahon, T. McMahon and Wullschleger want to run. Elwell will send out solicitation to the membership and Ex Com will encourage others to run. Solicitation will include contact McDowell and Cooper with questions.
 - Email/Mail vote is preferred – all supportive. Two week window for voting. Votes will be sent to Elwell.

- Allow people to participate via web if not at annual meeting? Dalton – will double check costs, but approx. \$700-1200. Include in registration email if members want to participate this way.
- F. 2013 Annual Meeting solicitation discussion – McDowell - suggested solicit for mini proposal prior to Sept. B. McMahon and Cooper supportive. Preference will be given to coastal for 2013 but not mandatory. Cooper and Anderson will pull together criteria.
- G. Travel request conversation. Travel assistance request will go out today and members will be given a 2 week deadline. Elwell will compile requests and provide to Ex Com to vote via email within in 24 hours of receiving. Elwell will notify members of travel award as soon as she receives a quorum.
- H. Member report – Brown will coordinate the member report. Group agreed that members should provide what is most important to them. Member report request will include top 5 items, with opportunity to talk about one for 3 minutes. Include box of do you want to talk on the member report submission. Cooper – possible prioritization of their items that they share. McDowell – group together members by subject matter when speaking possibly.
- I. Discuss 2012 Annual Meeting agenda –
- Anderson suggested cutting the marine section to help organize the coordination of coastal AIS management. Others suggested to that try during social time, conference call or separate side meeting rather than bumping talks. McDowell - insert time in business meeting to bring up issue.
 - Majority of the items discussed for the annual meeting agenda were clarifying the speakers and better defining the business meeting. Let Ex Com take another quick look and post with DRAFT on it. For August meeting – McDowell - look at the business meeting section and make sure that the section is most time efficient. Will UTDWR need and financial compensation for meeting costs. Dalton - only for Web-Ex capabilities.
- J. Brief discussion of new coordinator next steps. Elwell - To help allocate my priorities, strive to set priorities and vision at the meeting. Starting point is to review the result of discussion from 2012 meeting. Ex Com agreed that ISAN will have total check signing abilities.
- K. Some committees have not been very active – McDowell will work with Elwell to develop ideas about how to move forward on working with the committees on next call. This will include working on the committee list and committee template.
- L. Grady will help when needed with the transition.