

Western Regional Panel Monthly Executive Committee Conference Call

Thursday September 13th, 2012

Present: Chair- Karen McDowell, Vice Chair – Elizabeth Brown, Bob McMahon, Stephen Phillips, Beth Bear, and John Wullschleger.

Agenda

- A) Election of Executive Committee Chairs. Elizabeth Brown will run for Chair. Karen McDowell will run for Vice Chair. All in favor of Brown as Chair and McDowell as Vice. None opposed.
- B) Salt Lake Annual Meeting
 - a. Debrief – In general, consensus that the meeting was successful. Team for logistics was seamless, and presentation/discussion held good balance. Discussion on splitting business meeting to retain audience, possibly block at the end of the day. Field trip on final day was good. Holding the Ex Comm elections prior to the meeting went well and will be repeated in future years.
 - b. Draft poll for participants and members – Leah Elwell will draft a poll that will gauge sentiment on the Salt Lake meeting, and get opinion on aspects of future meetings. Survey will go out once reviewed by Ex Comm and as soon as possible.
- C) The following are recommendations that will be taken to ANS Task Force
 - a. Marine debris – Coastal committee will prepare this.
 - b. Decontamination guidelines – Decon working group will prepare this. Once completed this will complete the work of this working group.
 - c. Funding QZAP
 - d. Active membership/funding support - Formal request for assistance from ANSTF to identify possible individuals to fill federal member slots. In addition, a reminder that the funding situation for the panel is dire.
 - e. Action Plan Information – Chairs and coordinator will review the reporting matrix and address. Comments must be submitted by September 28.
 - f. Combining 2014 annual meeting with another appropriate panel (Gulf and South Atlantic Panel or Mississippi River Basin Panel). To be brought up at the ANSTF Fall 2012 meeting to begin discussion with other panels.
- D) Update to the working group document. Some groups were dissolved, and chairs or Ex Comm liaisons re-assigned. While Elwell volunteered to serve as the Chair of the membership committee, it was agreed that it would be more appropriate to have another member of the working group serve this role and Elwell can take a leadership role in the group. This document will be posted on the web and circulated in email to list serve.
- E) Oakland Facilitation notes – Brown will begin a review of this document and suggest recommendations. The review of the Panel Procedures document will occur in tandem as there are areas of overlap.
- F) Panel Procedures review – Ex Comm will review and make appropriate changes to this document over the next year. Both review of the facilitation notes and the procedures document will help guide coordinator actions, and better define roles of chairs.

- G) 2013 annual meeting – Portland is the destination. The following volunteered to serve on the planning committee: Chair – Robyn Draheim, Toni Pennington, Karen McDowell, Stephanie Carman, Rick Boatner, Glenn Dolphin, Elizabeth Brown, Tammy Davis and Stephen Phillips. Elwell will take the lead on the agenda. Find relevance for members that may not be attending for the 2013 meeting. Date of 2013 meeting TBD. There are details that complicate travel for federal agencies in the fall – identify what dates that will be most amenable for the majority.
- H) Tasks for Coordinator – Elwell will draft and sent poll to WRP list serve, meeting participants and members; streamline and update content on the Panel website, and coordinating the membership and annual meeting working group.