

August 24, 2010
 KPFHP Steering Committee Meeting
 11 AM - NOON
 Location: USFWS Offices, K-Beach Road, Soldotna

Present	Teleconference	Absent
Robert Ruffner, KWF	Marie McCarty, KHLT	Peter Micciche, COS
Rhonda Orth, KWF	Shawn Stash, USFS	Doug Limpinsel, NOAA
Ricky Gease, KRSA	Sue Mauger, CIK	
Mike Edwards, USFWS	Ginny Litchfield, ADF&G	
Ken Tarbox, retired ADF&G		

Rhonda Orth from the KWF office will be assisting with meeting notes, posting agendas, and coordinating website updates.

Robert has taken the MatSu NFHAP Project Application and Selection Guide and used it as a framework for the KPFHP Application/Guide. Final revision should be sent out the 1st week of September. Suggested changes to the currently revised documents discussed and agreed upon:

- 1) Page 1, "Who may apply for funding?"
 Replace with the following: Project requests will be accepted from any member of the Kenai Peninsula Fish Habitat Partnership or applicants that can demonstrate project support from a KPFHP member.
- 2) Page 1, "What types of projects may be funded?"
 Change list of eligible and non-eligible expenditures to bulleted list (as provided by Mike Edwards)
- 3) Page 1, "Summary"
 Insert "Steering Committee" to fourth sentence to read: Projects will be ranked by the KPFHP **Steering Committee** during the fall, and reviewed and approved by the board of the National Fish Habitat Action Plan (NFHAP) in the winter.
- 4) Page 2, Strike entire Climate Change section
- 5) Page 2, "When will project selections be made?"
 This is too vague – insert a timeline
- 6) Page 2, "How do I apply for NFHAP funding?"
 Add 5:00 PM deadline to date
- 7) Page 2, "Are there cost sharing requirements for a proposal?"
 Is the match explanation clear? YES
 Need to add contact info for questions
- 8) Page 3, "Is there a recommended format for a NFHAP proposal?"
 Delete the words "we recommend" and start the sentence with "The format..."
- 9) Page 3, "Is there a recommended format for a NFHAP proposal?"
 There are too many references to "attachments" – it's confusing

- “Attachment 1” will be replaced with “Project Summary”
- “Attachment 2” will be replaced with “Project Description”
- 10) Entire Document, Replace all references to “attachment(s)” with the name of the document
- 11) Page 3, “What criteria are used to score proposals?”
Blend the current criteria form with the one Mike has for a new complete criteria scoring document
- 12) Should there be a disclaimer regarding projects complying with federal laws and regulations? YES – Add in “Frequently asked questions”
- 13) Page 5, “Project narrative”, Item 5
Delete: (maps optional)

Mike and Robert will work to adapt original document with the above changes, and and out to committee by the end of the week.

Suggested changes to the Steering Committee Meeting Guidelines discussed and agreed upon:

Item #1 – Change “alternate” to “the 1st and 3rd Tuesdays monthly”

Item #5 – Change to read: A Quorum of five Steering Committee members is required for an action on an item..

Item #6 – Who can cancel a meeting other than Robert? Need to have someone else designated in case of Robert being unavailable. Insert into the sentence “or designated alternate” after “by the facilitator”. All committee members are asked to notify the scheduled meeting facilitator by noon on the Monday after receiving the agenda if they are unable to attend the meeting. This will allow the facilitator to determine if the meeting should be cancelled due to lack of quorum.

Item #7 – Special meetings could be needed to address emergent needs. Add “or facilitator” after “Three members of the Steering Committee”. There will still be a quorum required as addressed in the revised Item #5. Delete “(or quorum?)” from last sentence.

Meeting guidelines will eventually be incorporated into the future bylaws.

At some point will need to clarify regarding email versus voice voting/confirmation

Status Report:

- Alaska was not included

- GIS Assessment maps – changes were not made

- Should we send a letter or resolution? Is this an action item for the board?

- The timeline for Congress was not robust

Mike proposed Robert contact MatSu and Southeast regarding signing a letter

- Other Alaskan groups are also likely to sign

- Robert sent letter to Robin Knox with no response

- The report is not standard or robust – it’s a skeletal assessment

- Robert to send the Desert Fish Habitat Partnership letter to Committee

It proclaims the unique challenges different regions face
Also claims different fish species require different habitat responses
Shows a basis for need of regional/local partners
Need to go to congressional staffers with points
Send a letter regarding a timeline?
Can't comment on blank pages for Alaska
3 main problems: It's too quick, Alaska not included, too simplistic
Robert to draft a letter for review by Committee

First Committee Meeting Work Session – Thursday, 9-10:30, Kaladi Bros in the Mall
Ricky, Marie, Peter to attend. Possible Robert also

Conflict of interest statement?
MatSu does not have one in writing
Committee to consider on Thursday
New 990 rules – Marie to bring on Thursday

Kachemak Heritage Land Trust logo not on website partnership page
Email logo to Robert – will get on website asap

NEXT MEETING: SEPT 7 (1st Tuesday)
AGENDA: Revised/Reorder strategic plan
Strategic Plan timeline
Next meeting of all partners

Solicitation letter to go out the first week of September?
Next date for the in-person meeting? Have to send in by December

IMPORTANT DATES:
Nov 8-11 – Wakefield Symposium - Ecosystem Management
Nov 16/17 – MatSu Symposium in Wasilla