

December 6, 2010
 KPFHP Steering Committee Special Meeting
 9 AM – 4 PM
 Location: Cook Inlet Aquaculture, Soldotna

Present	Present	Absent
Robert Ruffner, KWF	Doug Limpinsel, NOAA	Peter Micciche, COS
Rhonda Orth, KWF	Shawn Stash, USFS	
Ginny Litchfield, ADF&G	Sue Mauger, CIK	
Ricky Gease, KRSA	Marie McCarty, KHLT (9:30)	
Ken Tarbox, KAFC	Cecil Rich, ADF&G	
Mike Edwards, USFWS	*Sara Wilson Doyle, USKH	

*Sara Wilson Doyle, USKH, is the facilitator for this special meeting to review and edit the Policies and Procedures of the KPFHP.

General Discussion

What is the intent of today’s meeting?

Clarify the following: Quorum definition, new committee selection process, consistency, transparency, accountability, diffuse vs concentrated power, terms/definitions

Working document was borrowed from others

Waiting for federal approval – can’t be regarded as “bylaws”

Not an officially recognized organization

Document should be about steering committee only

Eventually approved by whole partnership

No funds are available to run organization – future is very unclear

Be careful not to set up for failure when reviewing document

Use resources available – bodies present in room

Need to make sure consistent with Strategic Plan

Strategic Plan focuses on desire to work – no talk about governance

Robert is funded through USFWS as facilitator

Major Issues to be addressed during work session

Language – “directors” needs to be “steering committee members”
 “coordinator” needs to be “facilitator”

Elections – are staggered for consistency
 3yr/2yr/1yr seats established last year in strategic plan
 Some are standing seats – NOAA, USFWS
 Needs to be an odd number of seats

Expand to 9-12-15 if needed

Robert: Who is the Steering Committee serving - national board or partnership?
Defining coordinator position with an evaluation process
Articles may be redefined

Sue: No specific concerns at this time

Ken: Add section on transparency
Install term limits? Diffuse power versus concentrated power concerns

Ricky: Committee membership should be unlimited
Need native representation
Advisory committee or legal organization – not defined by nationals
Evaluation of committee – by selves as committee and by members

Ginny: Delegation of power – can committee member send rep from org to vote?
Meetings are open to public if representative wants to come to listen
Only committee members can vote

Sean: Scientific committee definition

Mike: No specific concerns at this time

Doug: May have complicated the process more than needed at this stage
Keep it simpler than it is already stated

Marie: Specific dates/times need more generalized

WORK SESSION ON DOCUMENT

All agreed upon edits reflected in final document

Post Policies and Procedures Session Discussion

Rhonda/Robert will clean-up document and distribute

Robert sometimes needs to differentiate between roles of facilitator/ED of KWF
He has valuable insight into discussion with knowledge base

Spring Annual Partnership Meeting – don't schedule during spring break
Final strategic plan presented – glossy brochure?
Policies and Procedure document presented
New steering committee members
Presentation on funded projects

Request letter be drafted to national board regarding project selection and approval

Reschedule of regular meetings: 1st and 3rd Tuesday of each month at 11:00

YEAR PLAN BY MONTH – Need to set actual dates

JAN – Ad-hoc committee (Ken/Sue/Robert) rework strategic plan – pull out tasks

1/4 – 1/14 Elections call for nominations

Work plan and Robert evaluation

FEB – In person meeting: Strategic Plan/Action Plan and Project Selection Criteria
Science Committee?

1/18 – 2/1 Elections nominations review by Steering Committee

MAR – 3/1 Elections by voting partnership

APR – Annual meeting (future years could be a symposium)

Publish strategic plan?

Action Plan Complete

MAY – RFP letters of intent?

AUG – RFP Call for Proposals

SEPT /OCT - Proposal submission deadline

OCT – KRSMA Watershed Planning Symposium

NOV – Project Selection

DEC – Annual evaluation