

Department of Fish and Game Boards Support Newsletter

Fall 2014

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Boards Support Section

Boards Support Section staff looks forward to working with the advisory committees this coming meeting cycle. We are pleased to announce the hiring of Holly Carroll for the Western Region and Taryn O'Connor-Brito for the Southwest Region.

Alaska Department of Fish and Game

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Dear Fish and Game Advisory Committee Members

Welcome back from the 2014 summer season. We hope you had a productive and enjoyable summer. Boards Support Section is working away on some of the typical Board of Game and Board of Fisheries efforts – proposal books, setting up meetings, etc. There are a few notable changes to the board and advisory committee (AC) processes to remind advisory committee members of, new and old.

Please take a moment to review the articles in this Fall 2014 newsletter. A few to bring to your attention are the new Advisory Committee Recognition Program, the Board of Game's review of moving to a three-year meeting cycle, and the Joint Board's new AC minutes format.

We appreciate all of your efforts with your committee and in your community in the continued sustainable development of Alaska's fish and game resources.

Sincerely,

Kristy Tibbles, Executive Director
Alaska Board of Game

Glenn Haight, Executive Director
Alaska Board of Fisheries

Board Meeting Schedules for 2014-2015

BOARD OF GAME

January 8, 2015

Juneau - Work Session
Comment Deadline Dec. 26, 2014

January 9 – 13, 2015

Juneau - Southeast Region
Comment Deadline Dec. 26, 2014

February 13 – 20, 2015

Wasilla - Central/Southwest Region
Comment Deadline Jan. 30, 2015

March 13 – 17, 2015

Anchorage - Southcentral Region
Comment Deadline Feb. 27, 2015

BOARD OF FISHERIES

October 15 – 16, 2014

Juneau - Work Session, Agenda Change Requests, Cycle Organization, and Stocks of Concern
Comment Deadline Oct. 1, 2014

December 3 – 8, 2014

Cordova - Prince William Sound and Upper Copper River/Upper Susitna River Finfish
Comment Deadline Nov. 19, 2014

January 21 – 27, 2015

Wrangell - Southeast and Yakutat Crab, Shrimp, Misc. Shellfish
Comment Deadline Jan. 7, 2015

February 23 - March 3, 2015

Sitka - Southeast and Yakutat Finfish
Comment Deadline Feb. 9, 2015

March 17 – 20, 2015

Anchorage - Statewide Dungeness Crab, Shrimp, Miscellaneous Shellfish
Comment Deadline Mar. 3, 2015

Advisory Committee Proposal Recommendations

The meeting minutes template includes a table for recording votes and AC comments on proposals. The use of this template is mandatory.

A quorum is required for a vote to make a recommendation of support or opposition on proposals. Motions must be made “in the affirmative,” in other words, a vote to support the Board’s approval of a proposal. Members who oppose the proposal vote “no.” This avoids any confusion when recommendations are sent to the Boards.

Normally, a majority vote of members present in favor of the proposal is required for the AC to go on record to the Board in support of that proposal. In case of a tie vote, the AC will be considered “neutral” on the proposal.

Abstentions occur when members choose not to vote, or abstain from voting on an issue for various reasons. When this occurs, determining the final action of the advisory committee can be confusing. 5 AAC 96.060(q), states: “Every action or decision of a majority of the members present at a duly held meeting of a committee, at which a quorum is present, is an act of the committee.” Abstentions can lead to the majority requirement per regulation no longer being met, and cause confusion over the intent of the advisory committee. When members choose to abstain from voting, ACs are asked ensure that the intent and final action of the advisory committee is very clear in the written record of the meeting.

Reminder of Joint Board Changes to AC Minutes

As we go into the new meeting cycle, committees are reminded about the changes by the Joint Board in October 2013 which were also highlighted in the spring newsletter.

1. A standard template for recording meetings and proposal recommendations was approved by the board. An example of the format is shown below. The templates have been updated for both boards with the 2014/2015 proposals, and will be provided to ACs by the Regional Coordinators.
2. Meeting recommendations/minutes must be sent to Boards Support no later than 30 days after the AC meeting. Previous regulation required submission within three weeks after an AC meeting. Please work with your regional coordinators to ensure submission to the boards. As part of the revised AC website, meeting minutes will be uploaded by regional coordinators once they are received.
3. The boards now reserve the right to require AC recommendations to be made available before an AC Chair or designee will be allowed to represent the AC at a board meeting. Previously, the regulation required submission of minutes. While this provides flexibility, both boards intend to require recommendations to the extent practicable.

AC Training Up and Running

Don't forget Boards Support has advisory committee training courses to offer

Following the 2013 Joint Board meeting, Boards Support created six AC training modules including:

- Running Effective AC Meetings
- How to Communicate Effectively at Board Meetings
- What has the Most Impact from a Board Member’s Perspective?
- Taking Persuasive Meeting Minutes: Lessons from Leading AC Secretaries
- 101 on Alaska’s Fish and Game Laws
- Tips for Learning Robert’s Rules of Order

If you are interested in setting aside time at your next AC meeting to run through the course, please ask your chair to work with your regional coordinator on scheduling a time.

BOG or BOF	Proposal Number	Proposal Description	
Supports or Opposes?	Number Support	Number Oppose	Comments/Discussion (list Pros and Cons)/Amendments to Proposal
BOF	371		Remove the dip net size restrictions for the Yukon Area districts 1-3 commercial summer chum salmon fisheries.
Oppose	0	13	The FAC did not support this
BOF	372		Define and allow use of a lead for commercial fish wheel gear.
Support as Amended	12	1	An amendment was proposed that there be a limit of 25ft applied to the lead.
BOF	373		Remove the exception for a dead king salmon to be taken, but not retained, in the Yukon Area districts 1-3 dip net and beach seine commercial summer chum salmon fisheries.
Support	12	1	Members felt that there should be no retention of kings and that there would be too much potential for abuse.
BOF	377		Establish monofilament purse seines as a new legal gear for the Yukon Area districts 1-3 commercial summer chum salmon fisheries.
Oppose	0	13	General opposition to this on the grounds that it is too difficult to release kings unharmed, that monofilament is too abusive to the fish, and that the methodology of this proposal getting included did not comply with agenda change request standards.



Top Ten Travel Tips for Advisory Committee Members

To help ADF&G process AC members' payment and reimbursements, we put together our list of top ten things to keep in mind when traveling:

1. Keep your regional coordinator in the loop (and everything will go much better).
2. The state will only reimburse on a minimum fare travel. If you change travel plans for personal reasons and that leads to higher costs, you will not be reimbursed for the additional costs.
3. Submit ALL original receipts to your regional coordinator, include boarding passes, taxi fare and hotel invoices. The state will not reimburse some costs like tips for restaurants and taxi fare.
4. Communicate all travel changes you encounter to your regional coordinator and submit your boarding passes.
5. Please make record for your regional coordinator of actual flight times. State accountants will not reimburse on travel if they cannot determine when travel started and stopped.
6. Travel is for business purposes. If you intend to combine personal travel and/or other activities with business, make sure you contact your regional coordinator for information on these policies before travelling.
7. To receive travel funding, AC members must sign in and participate each day during the meeting.
8. The allowance for meals and incidental expense (M&IE) is \$60.00/day, when travelling 12 hours or longer. This amount is prorated for days of departure and return (\$12 for breakfast, \$16 for lunch, and \$32 for dinner). Keep in mind this is where tips and other miscellaneous costs come from. It is not just for food.
9. The state provides travel advances of up to 80% of the daily \$60.00 M&IE rate. Your Regional Coordinator can provide you with the advance directly, or if they are not available another Boards Support staff will try to assist you.
10. Professional conduct is expected when traveling on state funds as a representative of your AC and community.

Advisory Committee Member Recognition

The Boards of Game and Fisheries, and the Department of Fish & Game are pleased to introduce the Advisory Committee (AC) Recognition Program. For decades, AC members have worked tirelessly in defense of Alaska's fish and game resources. Some members have served over that entire time.

cal committee (years do not need to be consecutive). Excellence in service awards are for outstanding achievements based on nominations by AC members, department staff, or Board of Game and Fisheries members, and are limited to five awards each year.

six or more years in the local AC please forward their names to us via the nomination form. Boards Support is also accepting nominations for excellence in service awards. For a full description of the program please visit our website at:

www.adfg.alaska.gov/index.cfm?adfg=process.acrecognition

Nominations will be accepted through November 30, with final selection expected by January 2015.

Enclosed in this newsletter is a nomination form. Boards Support Section will review records to identify all current and former members who are eligible to receive a longevity award. If you know of members who have served

The program will include two categories of recognition: longevity and excellence in service. Longevity awards recognize AC members who serve six years on their lo-

Important Standards for Advisory Committee Meetings

Public Notices for AC Meetings:

Advisory committees are required by statute (Open Meetings Act) to publicly notice their meetings, including subcommittee meetings. Boards Support recommends ACs provide at least seven to ten days of advance notice for regular meetings and 14 days in advance of election meetings. The statute requires the meeting notices are posted on the state's Online Public Notice System. This online system feeds into the individual AC webpages that were implemented last winter and which are proving to be a useful tool for AC information. Check it out at: www.adfg.alaska.gov/index.cfm?adfg=process.acregion.

Please work with your regional coordinator to ensure the statutory notice requirements are fulfilled. Otherwise AC comments could be considered invalid.

Representation at Board Meetings:
If you are selected to represent your AC at a BOF or BOG meeting, you will be expected to attend the meeting each day, testify on behalf of your AC, and attend committee breakout sessions. If you have further questions about responsibilities at board meetings, or need assistance preparing for meetings, please ask your regional coordinator.



Board of Game Meeting Cycle

Board of Game to Discuss Three-Year Cycle in January 2015; AC Comments are Encouraged

This coming January, the Board of Game will review its meeting cycle and consider changing to a three-year cycle rather than a two-year cycle. The review comes upon a request by ADF&G to address workload concerns as well as reducing costs associated with board meetings. Advisory committees are encouraged to discuss the potential change and provide comments to the board to help inform their decision.

ADF&G strongly encourages the board to make the schedule change and sees a number of benefits associated with it. One obvious reason for the support is that it will result in a substantial cost savings to ADF&G, which will be critical during times of shrinking budgets. The cycle change will also give ADF&G the ability to manage species with a management plan system over a longer timeframe, and allows for more efficient use of staff resources on management priorities.

To facilitate that review, AC members are encouraged to submit the 2014 Advisory Committee questionnaire

available online (www.surveymonkey.com/s/alaskaacs). Additional information including the proposed schedule and how it coincides with the BOF cycle is also available on the Board of Game website at www.boardofgame.adfg.alaska.gov. As always, you can also contact any Boards Support Section staff for information.



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