

Southeast Alaska Fish Habitat Partnership  
Interim Steering Committee Meeting Summary  
August 9, 2012

SEAKFHP Interim Steering Committee Members present:

- USFWS - Neil Stichert, Meeting Chair and Interim Steering Committee Co-chair
- Trout Unlimited - Mark Kaelke, Interim Steering Committee Co-chair
- The Nature Conservancy – Norman Cohen
- USFS –Sheila Jacobson
- NOAA – K Koski and Cindy Hartmann Moore

SEAKFHP Interim Steering Committee Members absent:

- ADEC – Brock Tabor
- ADF&G – Roger Harding and Jeff Nichols
- Southeast Alaska Watershed Coalition – Jessica Kayser

Advisors and guests present:

- SEAKFHP Coordinator: Debbie Hart
- ADF&G NFHP Coordinator: Sue Rodman
- USFWS NFHP Coordinator: Cecil Rich
- TNC: Christine Woll
- Central Council Tlingit and Haida Indian Tribes of Alaska (CCTHITA): Raymond Paddock, Environmental Specialist and Kate Jensen, Environmental Youth Specialist

Welcome and Introductions – Neil Stichert sat in as meeting chair, provided welcoming comments for the second formal meeting of the SEAKFHP Interim Steering Committee (ISC) and facilitated round robin introductions of ISC members, advisors and meeting guests. Meeting guests included Christine Woll spatial ecologist for TNC and Raymond Paddock and Kate Jensen representing CCTHITA. K Koski shared that his contract funding with NOAA will end August 31, as a result Cindy will be the lead NOAA contact for the SEAKFHP. K will continue to explore ways to be involved with the partnership in the future; he continues to have much interest in the upcoming strategic planning process and outcomes. Raymond and Kate shared that through their efforts at CCTHITA they provide monthly outreach specific to environmental planning to all SE Tribes. Raymond will meet with Debbie and Neil following the meeting regarding future participation of CCTHITA with the SEAKFHP.

Agenda and Meeting Objectives – Debbie provided a brief review of the agenda and outlined the objectives for the meeting which included the following:

- *Group discussion and decisions of the SEAKFHP founding bylaws document/next steps identified*
- *Strategic planning process and timeline identified*
- *Recognition by NFH Board timeline and deliverables reviewed and identified*
- *SEAKFHP sponsored events discussed and options identified*

SEAKFHP Partnership Agreement Document/Process Update – Debbie provided the group a brief update on the SEAKFHP Partnership Agreement documents and recent submittal to founding partners. To date the agreement form and accompanying letters have gone out to all founding partners except NOAA, USFS and ADF&G. Debbie has been working through each ISC member to facilitate submission of the agreement request within each organization. Some letters have gone directly to the ISC member and others have gone to other supervisors or executive members in the organization. Debbie shared an example of how these letters and

agreement forms are being received. She spoke with Jessica about how discussions went with the SE AK Watershed Coalition Board of Directors (SEAKWC Board). Jessica relayed that the SEAKWC Board asked many good questions regarding what responsibilities and benefits were a part of becoming a partner. At the end of their discussions and feedback provided by Jessica and Neil, who also attended this meeting, the SEAKWC Board agreed to formalize their partnership and sign the form. In addition feedback relative to partnership responsibilities and benefits were included as edit suggestions to the updated draft of the bylaws. Mark from TU also shared that his form is signed; he provided the hard copy to Debbie at the meeting.

SEAKFHP Bylaws/Decision Effort – Over the last month the ISC provided substantial edits to the SEAKFHP bylaws. Version 4 was sent out to ISC members with specific decision points highlighted for their comment. Debbie compiled all comments received into version 5 of the draft bylaws and during the meeting the group reviewed this draft and worked step by step through the comments and revised areas noted. Debbie noted that the policies and guidance document provided by the NFH Board (attachment B of the meeting notes provided) and other FHP organizational documents have been used as templates for guiding development of the SEAKFHP bylaws.

At this meeting specific discussions, decisions made and next steps outlined for the draft bylaws included the following:

- Neil asked if there would be other defining documents the partnership may need to compile in addition to the bylaws. The group reviewed why the partnership is developing bylaws –and the group agreed that the bylaws are a means to document the governing rules of the road for the partnership – and discussed how to share other defining parts of the partnership that may require more wordiness or details that change but are not significant enough to warrant a change to the bylaws. Debbie referenced a document used by the Mat-Su FHP, titled “Organization Structure and Operating Framework, this may be a document the SEAKFHP complies once the bylaws are completed.
- Discussion occurred concerning the geographic scope of the partnership; this section was moved earlier into the document and will now be included under Article V in the bylaws. There was discussion regarding a marine focus for the partnership beyond nearshore, Cindy highlighted issues related to offshore aquaculture, pollution, marine importance to life stages of salmon and encouraged the group to include a wider marine focus at this time. The group agreed to amend the bylaws by deleting the words nearshore to expand the scope to include all marine at this time. It was felt that while the partnership may want to focus their interest to freshwater or nearshore at some point, keeping the scope broad now was best and letting any focus take place during the strategic planning process. Cecil shared that other FHPs have used physical forces or features to help define their marine focus, the SEAKFHP may want to consider the Alaska Coastal Current or other features in SE during their strategic planning discussions.
- The group discussed the newly added article on Guiding Principles. Debbie detailed why this section was added and why related edits were added under the Membership article. These edits came from comments received from Jessica and her discussions with the SEAKWC Board. The group agreed these edits generally improved the bylaws and made it clearer to partners on responsibilities and benefits of being a SEAKFHP Partner. There were additional edits suggested for these two sections and Debbie will incorporate them in an updated draft for ISC review. Notes were recorded for these edits including: under Guiding Principles 1) delete bullet regarding decisions since the partners are not currently provided a voting method but highlight this section for potential addition to the bylaws once the partnership has been operating for a while, and 2) capture that work of the partnership will not infer a regulatory role in any way;

Membership 1) edit the bullet referencing the strat plan to capture that partners will have an opportunity to review the strat plan, and 2) capture that partners are eligible for project endorsement (more details on endorsement by SEAKFHP may be added to the bylaws or be defined in a subsequent organizational document similar to how this is done by the Mat-Su FHP).

- Under the Membership Article the group discussed and agreed to the edits adding private citizens as possible partners.
- Norman suggested and the group agreed to add a new Article IV titled Partnership Purpose that will include the partnership mission and vision that is currently referenced under the Steering Committee article.
- Norman noted that as currently written the steering committee is self-appointed vs. being voted in by all the partners. The group agreed this was how they wanted to initiate the SEAKFHP Steering Committee but that at some point when the partnership is more stable that these bylaws could be amended to include a partner appointed executive body and include a voting mechanism to do so.
- There was much discussion on the mechanics of the SEAKFHP Steering Committee (number of members, designated seats, advisory member, term limits, staggered terms, etc...) and that rather than work through these complicated edits to the draft bylaws in the meeting the group agreed to send this section to a small working group for further edits. The group requested that these edits take into consideration all the comments received recently and note that there is a great deal of agreement on proceeding with designated seats. Cindy provided a suggestion on how to assign designated seats, which includes: 3 NGO seats, one of which is to be the SE AK Watershed Coalition; 1 Tribal entity; 2 State of AK seats; 3 federal seats; 1 At-Large seat. Additional considerations were to add a seat for municipalities and a seat for a community advisor. **[ACTION ITEM – Neil, Mark and others interested will convene a subcommittee to edit the Steering Committee sections of the bylaws and provide an updated draft back to the full ISC for review]**
- The group reviewed and agreed to the edits adding a new section to the Steering Committee article discussing the role/duties of the SEAKFHP Coordinator. The group agreed this improved this section and provided for the possibility of the partnership not having a coordinator or employing other options for placement of one.
- The language describing a quorum of the Steering Committee was edited by the group removing reference to a set number and using the words simple majority to suffice.
- Under the Amendments article the words “partnership member” were deleted from A) clarifying that any amendments to the bylaws must come forth from a Steering Committee member and inferring that if a partner wants to change the bylaws they must work through a steering committee member.
- Other small edits were incorporated during discussions of the group. Debbie will incorporate the changes made during this meeting will send it to the new subcommittee for work on the Steering Committee article. Once a new draft is available it will be sent out to the full ISC for review. The bylaws are getting close to final and perhaps at the next ISC meeting they will be adopted. **[ACTION ITEM – Debbie will incorporate edits to the bylaws and submit an updated version to Neil and Mark for further edits]**

Partner Updates – The group spent about ½ hour sharing updates and field stories of the many great partnership projects that are taking place this summer. These included efforts on the Sitkoh River on Chichagof Island, the 12 Mile Project on Prince of Wales Island, and efforts happening in and around the communities of Hollis, Hydaburg and Klawock. K shared that he has completed a technical report to the Pacific Salmon Technical Committee regarding habitat restoration and monitoring guidance. Norman shared that TNC and the National Fish and

Wildlife Foundation will soon be initiating a new project focused on the USFS priority list and will be soliciting partnership opportunities. As the field season winds down partners will be getting more information out on these efforts so look for more details to come. Stories like these will be incorporated in future newsletters and other media compiled and shared by the SEAKFHP.

Timeline Discussion – Due to time constraints the group discussed important milestones still to come for the development of the partnership, the strategic planning process, application to National Fish Habitat Board, and concepts of a SEAKFHP sponsored event all together while reviewing the timeline documents provided to the group in a 4-tab excel spreadsheet. Discussion highlights and actions included the following for each topic:

#### Organizational Development

- The group briefly reviewed Tab 1 – the timeline for general organizational development of the SEAKFHP.
- Debbie highlighted a few milestones and anticipated deadlines including: receiving feedback on the Partnership Agreements, completing the bylaws, launching the web site and beginning to outreach to new partners.
- By mid-August Katrina Mueller at USFWS will be available to help with the SEAKFHP web site. She has been assisting the Mat-Su on a new site and all that work should transfer well for the SEAKFHP and help create a smoother more timely transition of materials to the SEAKFHP site. To help prepare for this Debbie has been storing web site materials out on the TNC sponsored ConserveOnline site. Neil noted that soon we will be requesting photos and other imagery for the site. If folks are still in the field make sure to get some good photos!
- A next step will be to develop a Logo for the partnership. Debbie will send some ideas out to the ISC via email regarding how best to move forward with this – a couple suggestions to date are to host a logo contest (a great way to introduce the partnership publically at the same time!) or to outreach to local artists.  
**[ACTION ITEM – Debbie will be sending a specific email to ISC members with more details on the SEAKFHP Logo]**
- Moving forward the ISC will need to continue to meet regularly to complete the bylaws and formulate a standard operating schedule. **[ACTION ITEM – Debbie will send a doodle poll to ISC members to schedule the next ISC meeting]**

#### SEAKFHP Strategic Planning:

- Debbie shared the draft timeline for the Strategic Planning process (Tab 2 of the excel spreadsheet) and suggested the group concentrate on three main discussions for today – 1) consider formation of a Strategic Planning subcommittee that would include ISC members and other partner representatives that may have a special technical focus useful to the planning process as well as other representatives from partners not yet in the partnership; for instance a municipal entity, or other NGO group; 2) pick a time in the next 2 months that ISC folks would be available to commit 2 full days to for the first Strategic Planning Subcommittee Meeting – suggestions to date have been for mid-September.; and 3) Consider using the TNC Conservation Assessment Process (CAP) to help guide the SEAKFHP Strategic Planning process
- Sue shared some of the challenges the Kenai FHP faced as they worked to develop their strategic plan. They utilized the TNC CAP to guide their efforts and used a series of workshops to meet guidance provided to them from the NFH Board. She shared this in context of seeing the timeline drafted out for the SEAKFHP strategic planning effort and encouraged the group to proceed cautiously in terms of estimating a timeline. Sue suggests talking with staff from the Kenai FHP to learn what they know about their recent process and see if

there are some efforts our group may benefit from. Debbie shared that the timelines proposed on the excel spreadsheet are aggressive and the dates should be considered highly fuzzy for now. At the first meeting of the Strategic Planning Subcommittee the group will review and recommend an initial timeline.

**[ACTION ITEM – Debbie will follow-up with the Kenai FHP regarding current revisions to their strategic plan]**

- One of the first efforts for supporting the Strategic Planning process will be to inventory planning materials. Neil mentioned that some of this work can occur now and each partner group could begin to provide their legacy documents, assessments, management plans/etc... and we can begin to develop a set of materials to provide the subcommittee. **[ACTION ITEM – Debbie will solicit strategic planning materials from SEAKFHP organizations and others]**
- **ACTION ITEM – Debbie will send email to ISC for Strategic Planning Subcommittee recommendations and doodle poll to plan 2-day meeting in September**

NFHP Recognition:

- The group briefly reviewed the timeline for NFHP recognition (Tab 3 of the excel spreadsheet). Debbie highlighted the aggressive timeline proposed and asked that ISC members consider the dates fuzzy for now and concentrate more on the steps or actions noted in the timeline. Currently the actions are noted around currently scheduled NFH Board meeting dates.
- A part of the recognition process is keeping the NFH Board apprised of our efforts, Debbie shared with the group that this has been happening over the last month including in early July Debbie sat in on the NFH Board meeting teleconference (was introduced to the Board and provided a very brief update on organizational development progress of the SEAKFHP) and she participated in the FHP meeting sponsored by the NFH Partnership Committee held in late July. Debbie will continue to keep track of NFHP meetings and participate on behalf of the SEAKFHP.

SEAKFHP Event Opportunities

- The group reviewed the timeline on partnership outreach opportunities (Tab 4 of the excel spreadsheet)
- Mark reminded the group that as part of contractual arrangements (AKSSF/match funder) the partnership needs to provide a community sponsored event in 2012 and 2013. Mark relayed that an opportunity has arisen in conjunction with the Mat-Su Salmon Science and Conservation Symposium in November. Dr. Lackey (OSU/former EPA) will be providing the keynote lecture and is available to provide a similar lecture here in Juneau. This could be a standalone event (along with some brief introduction to the partnership) or could be in tandem with a small scaled workshop or symposium sponsored by the SEAKFHP if there is substantial interest from the group. Mark requested feedback from the group. Norman also mentioned that TNC could help pick up costs associated with travel. Over all the group was very supportive of moving forward with the lecture and asked Mark to submit a proposal for a small scaled symposium to the group **[ACTION ITEMS – Mark will send ISC members a proposal on a SEAKFHP sponsored event for November 2012 in conjunction with the lecture from Dr. Lackey. Debbie will coordinate with Jessica Speed at TNC in Anchorage on travel and coordination for Dr. Lackey and will work on venue options]**
- Debbie shared a message from Jessica – the SE AK Watershed Coalition will be holding their annual meeting in the spring of 2013 (most likely March or April)

and has received a grant to help facilitate a restoration symposium in conjunction. This may be a good opportunity for the SEAKFHP to coordinate with them and expand on the concepts of the symposium (assessment/fish passage, etc...). The group discussed the possibility of holding a symposium in the spring and there was support expressed. Generally there was more comfort expressed for a larger symposium to occur in the spring rather than the fall but that there would be enough material to support a small scaled event in the fall in association with Dr. Lackey's visit and then a more concentrated event tied to an existing event like the SE AK Watershed Council meeting in the spring. The group agreed more discussion was needed and this would be a topic at future meetings.

- Neil asked for feedback on the possibility of the SEAKFHP sponsoring an AKSSF pre-proposal workshop/webinar. Proposals are due to AKSSF September 19<sup>th</sup> so timing is short; this pre-proposal webinar would need to occur in the next few weeks. There was support for this by the group. [**ACTION ITEM – Neil will contact Peter Bangs of AKSSF and make this offer.**]

#### Outlook to future SEAKFHP meetings and tasks:

- **Upcoming Dates**
  - SEAKFHP ISC meeting – early September
  - SEAKFHP Strategic Planning Subcommittee 2-day meeting – mid-September
  - NFH Partnership Committee – FHP meeting – September 27, 2012
  - SEAKFHP sponsored event – Dr. Lackey lecture – November 5 or 8 or 9
- **Parking Lot Items**
  - Future discussion needed on advocacy
  - Future discussion needed on SEAKFHP forest component role
  - Future discussion needed on the overlaps between upland restoration and riparian/in-stream projects. Should SEAKFHP integrate or segregate it's focus?
  - Future discussion needed on how SEAKFHP will approach transboundary issues
- **Pending Action Items**
  - Neil, Mark and others interested will convene a subcommittee to edit the Steering Committee sections of the bylaws and provide an updated draft back to the full ISC for review
  - Debbie will incorporate edits to bylaws and submit updated version to Neil and Mark for further edits
  - Debbie will be sending a specific email to ISC members with more details on the SEAKFHP Logo
  - Debbie will send a doodle poll to ISC members to schedule the next regular ISC meeting
  - Debbie to send email to ISC for Strategic Planning Subcommittee recommendations and doodle poll to plan meeting date
  - Debbie will follow-up with the Kenai FHP regarding current revisions to their strategic plan
  - Debbie will solicit strategic planning materials from SEAKFHP organizations and others
  - Mark will send ISC members a proposal on a SEAKFHP sponsored event for November 2012 in conjunction with the lecture from Dr. Lackey.
  - Debbie will coordinate with Jessica Speed at TNC in Anchorage on travel and coordination for Dr. Lackey and will work on venue options
  - Neil will contact Peter Bangs of AKSSF and discuss possibility of SEAKFHP hosting pre-proposal webinar
  - (Seek update on) Request to All AK FHP Committee to form an Alaska wide Science and Data Committee