National Fish Habitat Board Meeting
October 22-23, 2012 Draft Agenda and Board Book Tabs

South Carolina Marine Resources Center (SC DNR)
217 Fort Johnson Road, Charleston SC 29412

Conference line: 866-299-7945, Participant code: 7457786#
Web link: *http://www.mymeetings.com/nc/join.php?sigKey=mymeetings&i=749207290&p=habitat&t=c*

Tuesday, October 22

8:30 – 8:45	Welcome and Introductions		Alvin Taylor, *(Director, SC Department of Natural Resources)* *Jeff Payne, (Deputy Directory, NOAA Coastal Services Center)*
8:45-9:00	Housekeeping *Desired outcomes:* • **Board action** to approve draft agenda and draft June meeting minutes. • **Board review** of future meeting schedules.	Tab 1a Tab 1b	Kelly Hepler (*Board Chair-AK Dept. of Fish and Game)*
9:00-9:30	Chair Updates *Desired outcome:* • **Discussion** on Chair's Landscape Conservation Cooperative National Council role. • **Discussion** on AFWA NFHP Resolution.	Tab 2a Tab 2b	Kelly Hepler (*Board Chair-AK Dept. of Fish and Game)*
9:30-10:00	ELT Update *Desired outcome:* • **Discussion** on federal agency engagement • **Discussion** on Board's role in communicating NFHP performance and contribution to conservation.		Kelly Hepler, (*Board Chair-AK Dept. of Fish and Game)*
10:00-10:30	Board Performance Evaluation *Desired outcome:* • **Board action** to approve evaluation plan.	Tab 3	Tom Busiahn *(Board Staff, FWS)*
10:30- 10:45	Break		
10:45-11:00	Conservation Committee Report *Desired outcomes*: • **Informational update** on moving towards conservation target setting. • **Board Action** to request the Federal Caucus to report on how federal agency projects meet the NFHP national set of conservation strategies.	Tab 4	Tom Busiahn, *(Board Staff, FWS)* & Gary Whelan (*Board Staff – MI Dept. of Natural Resources)*

11:00-11:20	Funding Committee Report *Desired outcome*: • **Informational update** to the Board on committee accomplishments towards meeting 2013 priorities, priority issues and funding needs for 2014.		Krystyna Wolniakowski (*Board Member – NFWF*)
11:20-11:40	Partnership Committee Report *Desired outcome*: • **Informational update** to the Board on committee accomplishments towards meeting 2013 priorities, priority issues and funding needs for 2014.	Tab 5	Stephen Perry (*EBTJV*)
11:40-12:10	Science and Data Committee Report *Desired outcome*: • **Informational update** to the Board on committee accomplishments towards meeting 2013 priorities, priority issues and funding needs for 2014. • **Informational update** on Committee membership.	Tab 6	Andrea Ostroff *(Board Staff-USGS)* & Gary Whelan (*Board Staff – MI Dept. of Natural Resources)*
12:10-1:15	Lunch (On-site, with FWS Fish ARDs)		
1:15-2:00	Communications Committee Report *Desired outcomes*: • **Informational update** to the Board on committee accomplishments towards meeting 2013 priorities, priority issues and funding needs for 2014. • **Recommendations** to the Board on next steps in marketing NFHP in the private sector.	Tab 7 Tab 7a	Ryan Roberts (*Board Staff-AFWA*) Joe Starinchak *(FWS)*
2:00-2:45	Status and Trends of Wetlands in the Coastal Watersheds of the Conterminous United States, 2004-2009 *Desired outcome:* • **Informational update** on the Report's findings. • **Discussion** on potential Board action.		Susan Marie Stedman *(NMFS)* Tom Dahl *(FWS)*
2:45-3:00	Break		
3:00-5:00	Joint Session with FWS ARDs *Desired outcome:* • **Informational update** on FWS funding allocation. • **Discussion on** NFHP's role in the FWS strategic plan. • **Discussion on** strengthening FWS NFHP communications. • **Broadening** NFHP support beyond FWS funds • **Discussion on** future group engagement with federal agency regional leadership.	Tab 8	Kelly Hepler *(Board Chair)* David Hoskins *(FWS Asst. Director, Fish and Aquatic Conservation)*

6:00 – 7:00	Social Hour – Charleston Beer Works - http://charlestonbeerworks.com/ 468 King Street Charleston, SC 29403		

Wednesday, October 23

8:30-9:00	Legislative Affairs *Desired outcome:* • **Informational update** on the National Fish Habitat Conservation Act		Steve Moyer *(Board Member – Trout Unlimited)*
9:00-9:30	501 (c)(3) update *Desired outcome:* • **Informational update** on progress to date, next steps, and timeline in developing a non-profit to support NFHP.	Tab 9	Matt Menashes (*Board Staff-AFWA*)
9:30-10:00	Presentation - FHP Economic Evaluation Tool *Desired outcome:* • **Informational Update** providing overview of an economic evaluation tool for the FHPs to utilize in determining value of conservation activities.		Brad Gentner *(Board member - CCA)*
10:00-10:30	Joint Ocean Commission Initiative Charting the Course – Securing the Future *Desired Outcome:* • **Board action** on a draft letter to the JOCI and Congress supporting NFHP's role in achieving outcomes in the report.	Tab 10	Stan Allen *(Board member, PSMFC)*
10:30-10:45	Break		
10:45-11:00	Presentation - Restore America's Estuaries *Desired Outcome:* • **Informational update** on potential partnership opportunities and overlap	Tab 11	Jeff Benoit *(RAE President)*
11:00-11:30	Partnership Presentation *Desired outcome:* • **Informational update** on the accomplishments and challenges facing the Ohio River Basin Fish Habitat Partnership		Donovan Henry *(FWS, -Ohio River Basin Fish Habitat Partnership)*

11:30-12:30	Board 2014 Priorities and Draft Budget *Desired outcomes:* • **Informational update** on the 2013 Multistate Conservation Grants in place and the 2014 grants. • **Informational update** on draft budget (full budget voted on in January) • **Board discussion** on list of proposed 2014 Board Priorities	Tab 12	Matt Menashes (*Board Staff-AFWA*)
12:30	Board Meeting Adjourns		
12:30-1:15	Lunch (On-site) Lunch Presentation (15 Minutes): South Carolina Stream Conservation Tool: A Statewide Tool Developed Using NFHP Assessment Data	Tab 13	Mark Scott, Ph.D. *(SC DNR)*
1:30-5:00	Field Trip hosted by SC DNR Location: South Carolina Marine Resources Center, 217 Fort Johnson Road, (just a few miles from the NOAA Coastal Services Center). Overview: Board members are expected to arrive at the Marine Resources Center at 1:30 pm and will be given a brief overview of some of the South Carolina DNR's intertidal fish habitat work with oyster reefs. Field Trip attendees will then hit the water aboard the E/V Discovery for a field visit to some representative sites where SC DNR have deployed various techniques to enhance fish habitat in Charleston Harbor.		
5:00– 7:00	Social Hour and light dinner hosted by SC DNR		

Additional Information:

- Board Member Contacts: http://fishhabitat.org/contacts/board
- NFHP Staff Contacts: http://fishhabitat.org/contacts/staff

National Fish Habitat Board Meeting Minutes, June 25-26, 2013 in Salt Lake City, Utah

Members present:

Kelly Hepler, chairman (ADF&G)	Leroy Young (NEAFWA)	Stan Allen (PSMFC)
Mike Stone (WAFWA)	Sam Rauch (NOAA Fisheries)	Doug Boyd (SFBPC)
Bob Mahood (SAFMC)	Ellen Gilinsky (EPA)	Anne Zimmerman (USDA FS)
Joe Larscheid (MAFWA)	Rowan Gould (FWS)	Stan Moberly (AFS)
Mike Andrews (TNC)	Chris Horton (CSF)	Steve Moyer (TU) – 2nd day only

Members participating by telephone:

Dale Jones (for Nick Wiley, SEAFWA) Libby Yranski (for Gordon Robertson, ASA)

Members absent:

Ron Regan (AFWA) Krystyna Wolniakowski (NFWF) Fred Matt (NAFWS)
Brad Gentner (CCA)

Motions approved:

- Minutes of February 2013 meeting – approved with correction to title, change "conference call" to "meeting"

- Appointment of Mike Andrews as vice-chair – approved

- Board Meeting schedule: Board members support reducing face-to-face meetings from 3/year to 2/year starting in 2014. The summer meeting will be replaced by a web or video conference. One meeting should be in the DC area, and one should provide opportunity to meet partners and view a field project.

- Establishment of a not-for-profit corporation – approved with Federal members abstaining
  The National Fish Habitat Partnership staff is charged with working to establish a 501(c)(3) not-for-profit corporation using a phased, check-in approach. A workgroup of Board members is created to work with staff on this project. The workgroup is charged with oversight and with approval for moving to each step.
  Staff shall work with partners to minimize the start-up costs for the corporation, but may use non-federal funds not to exceed $5,000 to complete the incorporation and tax exemption. If additional funds are required, staff must request approval for that expenditure from the National Fish Habitat Board.
  The phased approach includes three steps:
- *Project initiation and document creation.*
- *establish a board workgroup*
- *draft and finalize articles of incorporation and bylaws*
- *establish a name*
- *Incorporation*
- *secure a registered agent*
- *secure a Federal Employer Identification Number*
- *select the incorporators and the initial board of directors*
- *adopt a governance model and record keeping system for official records*
- *register with state unemployment bureau*
- *obtain directors' and officers' liability insurance.*
- *Tax exempt application.*
- *submit a tax exemption request to secure group exemption for the new corporation and the FHPs*
- *file for state and/or local tax exemptions*
- *file for charitable solicitation*
- *apply for non-profit mailing permit*

Updates and discussions:

- March 2014 meeting: The March 2014 meeting will be held in Denver to coordinate with the North American Wildlife & Natural Resources Conference (March 9-14) and AFS Fisheries Administration Section meeting. The purpose is to connect with State fish chiefs and directors. Fish chiefs will be invited to present information on State habitat programs to the Board, and

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NFHP will have an informational booth at the North American.

- Report from Executive Leadership Team: Four Board members were due for membership review in 2013. Bob Mahood has asked to transition off the Board; he will be replaced by Christopher Moore, Executive Director of the Mid-Atlantic Fishery Management Council. Three Board members will be reappointed, and their seats assigned to the organization, not to an individual: American Sportfishing Association, The Nature Conservancy, and the Pacific States Marine Fisheries Commission.
- Federal agency members: Anne Zimmerman (USDA FS) will retire in August, so this is her final Board meeting. The Board welcomes EPA (Dr. Ellen Gilinsky) as they rejoin the Board. Another Federal agency will be invited to fill the 5th Federal seat on the Board. A better strategy for engaging Federal agencies in NFHP is needed.
- Partnership Committee: A schedule for completing Task A is requested at the October meeting. (Task A: Develop guidance that assists Fish Habitat Partnerships in establishing strategic priorities and processes that allow the partnerships to document milestones and targets that track progress and outcomes.)
- 2014 FWS funding allocation process: The Board requests that the Board and FHPs have an opportunity to review the decision before it is finalized by the FWS Director.
- Multistate Conservation Grants: The Board acknowledged that the MSCG program should be used to help fund Board and FHP operational needs. The Board will communicate its annual priorities to the AFWA Fisheries & Water Resources Policy Committee so the needs can be considered when the National Conservation Need (NCN) is written. MSCG funds are not enough to meet all needs, so the total needs of the Board and FHPs should be considered in funding efforts.
- Evaluation of the Board: Staff will present at detailed plan for a performance evaluation of the Board at the October meeting, taking into account Board discussion at this meeting. Discussion focused on evaluating how the Board is functioning in an organizational capacity, and also on performance associated with meeting the goals of the 2nd Edition Action plan and forward looking strategic planning. The Partnership Committee will serve as a sounding board in developing the plan.
- Southeast Alaska (candidate) Fish Habitat Partnership: SEAKFHP announced during their presentation that they will request full Board recognition in October 2013.
- FHP organizational development: FHPs have high leadership potential, but low fiscal diversity. Strategies and skills for raising private funds are needed. Annual or bi-annual FHP meetings would help foster peer learning, perhaps in conjunction with the annual River Rally. Staff will flesh out needs and ideas and bring them back to the Board.
- Marine fisheries engagement: The Board would like to build stronger relations with the commercial fishing sector; NOAA will help to do that through the regional Fishery Management Councils. Required identification of Essential Fish Habitat (EFH) can complement NFHP's efforts to link specific habitat conditions to specific outcomes for species and fisheries.
- Corporate engagement: Engaging corporations with the work of NFHP is very important, and will require defining NFHP's unique value to align with private sector target audiences, and more effective branding to communicate that value.
- Science and Data Committee: Changes in Committee membership are nearly complete, reflecting needs for the future. The Committee has assembled a catalog of habitat assessments from the FHPs. A new version of the online Data System will be released in July, allowing FHPs to upload, document, and serve data through the national system.
- Communications Committee: Collaboration with vintners in the Grape Creek watershed in California is a good story that should get national exposure. The Board would like to see continued tracking of Waters to Watch projects, and bigger strategic action on communicating successes and how we bring people together to conserve habitat.
- FWS strategic visioning update: The Sport Fishing and Boating Partnership Council has completed its recommendations on aquatic resource conservation in FWS, and is drafting a transmittal memo with higher-level recommendations. A copy of the final report will be delivered to Board members.
- National Fish Habitat Conservation Act: The version of the bill that cleared the Senate committee

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in 2012 is expected to be introduced in the Senate as a marker. Minor changes may be made to address concerns expressed last year by western ranching interests. The legislative team is empowered to make minor changes for tactical purposes, but the Board would like to see any important language changes. There is support for a tentative Capitol Hill briefing on NFHP.

Action items:

- Meet to identify a Federal agency to invite to fill the 5th Federal Board seat – ELT
- Connect with NRCS to advance federal family engagement - Ellen
- Draft Board member appointment letters to new and reappointed members, identifying the organization rather than the individual – Chris Meaney
- Report on a schedule for completing Task A in 2013 work plan – Partnership Committee
- Submit Multistate Conservation Grant full proposals, if invited – Board staff
- Develop detailed plan for an evaluation of the Board's performance – Tom Busiahn, advised by the Partnership Committee

Future Board meetings:

- October 22-23, Charleston, South Carolina
- January 15, 2014 conference call
- Week of March 9, 2014, Denver, Colorado (in conjunction with North American)
- Late June 2014 (date TBD), web or video conference
- October 21-22, 2014, Michigan (location TBD)

Board approved documents: None

Additional attendees:

Ryan Roberts, AFWA	Gary Whelan, Michigan DNR	Matt Menashes, AFWA
Tom Busiahn, FWS	Jeff Boxrucker, RFHP	Chris Savage, USDA FS
Alesia Read, NOAA Fisheries	Maureen Gallagher, FWS	Scott Roth, FWS
Robin Knox, WNTI	Tom Bigford, NOAA Fisheries	Dan Duffield, USDA FS
Justin Jimenez, BLM	Krissy Wilson, Utah DWR	Pam Martin, Utah DWR

By telephone:

Andrea Ostroff, USGS	Chris Meaney, NOAA Fisheries	Steven Krentz, FWS
Doug Besler, EBTJV / NC WCR	Emily Greene, ACFHP	Callie McMunigal, FWS

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