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**EBTJV Steering Committee**

**Conference Call Summary**

**September 18, 2012**

**10:00 am – Noon**

**Attendees:** Doug Stang, Alan Heft, Merry Gallagher, Elizabeth Macklin, Steve Moore, Tai-Ming Chang, Callie McMunigal, Dianne Timmins, Doug Besler

1. **2012 Project Funds**

All funding from FY12 has been successfully obligated in grant / cooperative agreements with partners.

1. **2013 Project Submissions**

A total of 15 projects were submitted by the September 12th deadline for FY13 funding. Jake and Callie will be initiating the review process within the next week or so. A schedule will be sent out once it is established. We may need to schedule a Steering Committee call between now and the December call to discuss and approve projects.

1. **Follow Up from June Meeting**
2. **Duties for EBTJV Coordinator Position**

A draft job description and duties document for the EBTJV coordinator position is available to the Steering Committee for comments and suggestions. The Steering Committee members on the call had a discussion on the purpose of this new position and the duties that should be listed in the job description. Funding exists for the position for the remainder of this year from the MSCG. After that, the EBTJV voted to use a portion of its FWS NFHP operational funding to support this position. An EBTJV search committee will review applications and make a recommendation to the Steering Committee. Steve Moore made a motion to accept the job description as amended on the call. Dianne Timmins seconded the motion. No further discussion. A quorum of 10 members was not met on the call. Doug will send the job description to the Steering Committee members for an email vote. He will also solicit members for the search committee.

1. **Steering Committee Chair Position –**

The Steering Committee Chair has a two year term, which expires next month for our current Chair. Doug Besler is ready to step up and assume the Chair position. Doug will solicit nominations for a new Vice Chair via email.

1. **Announcements**
* Elizabeth announced that Trout Unlimited plans to start publishing a newsletter for EBTJV again.
1. **Steering Committee Conference Call Schedule**

Upcoming Calls - December 18

Conference calls begin 10:00 am and generally last 1 – 1.5 hours.