



**Steering Committee Meeting  
10 September 2014  
7:00 – 9:00 p.m.  
NCTC Room 158 IW**

**Conference Call-In Number: 1-866-793-8933**  
**Participant Code: 86086865#**

#### **AGENDA**

- A. Steering Committee Roll Call & Establishment of Quorum**
- B. Approval of June 2014 Steering Committee Conference Call Summary**
- C. EBTJV Steering Committee Vice-Chair Discussions**
- D. Establishment of an EBTJV Steering Committee Executive Team**
- E. Recruitment of an EBTJV Science Coordinator**
- F. FY 2015 EBTJV/FWS-NFHAP Project RFP**
- G. Multistate Conservation Grant Program Update**
- H. EBTJV Committee Updates**

## **Agenda Item B: Summary of the EBTJV Steering Committee June 17, 2014 Teleconference**

Participants: Doug Besler, Dianne Timmins, Callie McMunigal, Elizabeth Maclin, Nat Gillespie, Doug Stang, Dan Rankin, Rachel Muir, Jake Rash, and Steve Perry.

The teleconference was called to order by EBTJV Steering Committee Chair Doug Besler at 10:00 a.m. on June 17<sup>th</sup>. The first order of business was for the Chairman to establish a quorum, which was not reached as only eight Steering Committee members were on the call. The following notes summarize the business conducted during the teleconference:

- A motion was made by Dianne Timmins, seconded by Elizabeth Maclin, to approve the March 2014 Steering Committee conference call summary (<http://bit.ly/1qzBzFJ>). The eight Steering Committee members participating in the call voted to approve the summary as presented and Doug Besler will seek additional Steering Committee votes by email in an effort to gain formal approval. Note: Enough votes were received on 18 June 2014 via e-mail to pass the motion.
- A motion was made by Doug Stang, seconded by Elizabeth Maclin, to approve changes to the EBTJV Management Structure (<http://bit.ly/1hMonNE>). The eight Steering Committee members participating in the call voted to approve the changes as presented and Doug Besler will seek additional Steering Committee votes by email in an effort to gain formal approval. Note: Enough votes were received on 18 June 2014 via e-mail to pass the motion.
- A motion was made by Doug Stang, seconded by Dianne Timmins, to approve the list of nine job responsibilities for the EBTJV Science Coordinator position (<http://bit.ly/1nyqzrz>). The eight Steering Committee members participating in the call voted to approve the job responsibilities as presented and Doug Besler will seek additional Steering Committee votes by email in an effort to gain formal approval. Additionally, the funding sources that are available to support this position were discussed as well as exploring the possibility of sharing this position with the Appalachian LCC. Note: Enough votes were received on 18 June 2014 via e-mail to pass the motion.
- Doug Besler led a discussion about the vacant EBTJV Steering Committee Vice-Chair position, as Alan Heft had to step down. Doug will be seeking a volunteer or nominations among Steering Committee members by email in order to fill this position.
- Doug Besler and Steve Perry led discussions about the Sept. 8-11, 2014 EBTJV Partners Meeting that will be held at the FWS National Conservation Training Center in Shepherdstown, WV. Steve Perry will put together an initial agenda for the meeting that will be sent out to EBTJV partners along with a Save the Date announcement, RSVP deadline, and travel assistance request forms.
- Steve Perry and Callie McMunigal provided an update on the FWS-NFHAP Funding allocated to the EBTJV (<http://bit.ly/114wwO2>). The FWS evaluation process resulted in the EBTJV gaining a level 2 performance rating, which means our Fish Habitat Partnership was

allocated \$257,920. This level of funding is enough to support our partnership's three highest ranked projects.

- Steve Perry provided an update on the EBTJV-related Multistate Conservation Grant Program (MSCGP) grants. The 2013 MSCGP grant received formal approval for an extension of the performance period to 12/31/14; the contract between ASMFC and the EBTJV for the 2014 MSCGP grant was recently executed (6/4/14); and, the EBTJV collaborated with the ACFHP and SARP to submit to a scope of work to the National Fish Habitat Board for inclusion in a 2015 MSCGP Letter of Intent (<http://bit.ly/1q7pgmo> and <http://bit.ly/1oXnnoM>).
- Steve Perry and Callie McMunigal provided an update on the NALCC/Downstream Strategies Chesapeake Bay Brook Trout Pilot (<http://bit.ly/1glhj7p>). Downstream Strategies has run an initial model using the Brook Trout presence/absence data they received from the Chesapeake Bay states. The next step is to have the Brook Trout Technical Team that was established for this project, review the output from this run.
- Steve Perry presented an update on the status of the EBTJV catchment-level Brook Trout assessment, which was based on information that was supplied by Jason Coombs. Jason has been working through some technical issues and expects to be sending the initial assessment results to the northern states by the end of June for review and feedback.
- Steve Perry provided a brief overview of the Brook Trout conservation media stories he has been posting on the EBTJV Facebook Page (<http://bit.ly/1pMAoTs>). Steve is using Google Alert to gain access to media stories about Brook Trout conservation efforts and has posted fifty of these media stories on the EBTJV Facebook Page since mid-March of this year. Steve is also tracking the reach of these Facebook posts; to date six of the posts have been viewed by more than 200 people, three posts have been viewed by 400-500 people and one was viewed by more than 1,000 people.
- Steve Perry mentioned he revised several sections of the EBTJV Website, with a primary focus on incorporating recommendations from Water Words That Work for the "Find Your Niche" page and updating the listings for Steering Committee members and State Contacts (<http://bit.ly/1nyuGUk> and <http://bit.ly/1iPeBVR>).
- Steve Perry provided a brief overview of the 2014 EBTJV Newsletters, which are being produced and then emailed to subscribers through the use of MailChimp. MailChimp also provides performance reports that can be used to assess a variety of reach metrics (<http://bit.ly/1s8rW5r>).

The teleconference was adjourned at 12:25 p.m.

### **Agenda Item C: EBTJV Steering Committee Vice-Chair Vacancy**

The EBTJV Steering Committee is in need of filling the Vice-Chair position.

#### EBTJV Steering Committee By-Laws

5. The EBTJV Steering Committee will elect a Chair and a Vice-Chair. The term of any Chair shall be two years, provided that any Chair may serve successive terms. No Chair shall serve more than 3 consecutive terms. The term of the Vice-Chair shall be the same as the term of the Chair.

6. In the absence of the Chair, or in the event of the Chair's inability to act, or a conflict of interest for the Chair, the Vice-Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-Chair shall perform other duties as from time to time may be assigned by the Chair.

### **Agenda Item D: Establishment of an EBTJV Steering Committee Executive Team**

#### EBTJV Steering Committee By-Laws

7. The EBTJV Steering Committee shall appoint an Executive Team consisting of the Chair, Vice-Chair, and two other members of the Steering Committee. Membership on the Executive Team shall be the same as the term set for the Chair and Vice-Chair positions. The Executive Team shall approve decisions on business matters that need to be expedited.

#### Steering Committee Meeting Management

5. The EBTJV Steering Committee business will include, but not limited to: guiding the development, implementation, monitoring, and evaluation of Brook Trout conservation strategies at range-wide, regional and local scales; promoting cooperation and coordination among partners and stakeholders that leads to enhanced protection of Brook Trout and their habitat; prioritizing EBTJV projects for funding; providing direction and input to the EBTJV workgroups; creating additional EBTJV workgroups and ad-hoc task groups as needed; supporting the partnerships and initiatives of the EBTJV with financial and/or staff resources; participating in advocacy efforts/information campaigns to garner additional resources to meet EBTJV objectives (within agency/organization guidelines); and, reporting to partners and stakeholders on the status and accomplishments of the EBTJV Conservation Strategy Action Plan.

### **Agenda Item E: Recruitment of an EBTJV Science Coordinator**

In June 2013 the EBTJV Steering Committee approved a request by the Science and Data Committee to establish an EBTJV Science Coordinator position and in June 2014, approved the job responsibilities (<http://bit.ly/1nyqzrz>) for this position. The EBTJV Steering Committee

received a letter of interest and resume from an applicant in August 2014 and therefore needs to take action in response to this individual's application for the position of EBTJV Science Coordinator.

### **Agenda Item F: FY 2015 EBTJV/FWS-NFHAP Project RFP**

In response to comments made by members of EBTJV Project Review Team during the 2014 Project review cycle and the new methodology the FWS uses to allocate NFHAP funding to Fish Habitat Partnerships, a number of revisions were made to the project ranking criteria for the 2015 funding cycle. These changes necessitated revisions to the EBTJV project application and application instruction sheet as well. Once the changes were completed the EBTJV/FWS-NFHAP 2015 project application package was uploaded onto the EBTJV web portal for use by project applicants and the 2015 EBTJV/FWS-NFHAP request for Brook Trout conservation proposals was distributed via MailChimp to 469 subscribers. The deadline for submitting project applications is October 3, 2014.

### **Agenda Item G: Multistate Conservation Grant Program Update**

The EBTJV is on track for completing the deliverables for its 2013 and 2014 Multi-State Conservation Grant Program grants by 12/31/14. These deliverables include:

- Collaboratively developing effective methods of collecting, compiling, and managing regional fish population and aquatic habitat data that will provide a platform for developing consistent decision support tools for Brook Trout conservation actions.
- Actively contributing data and participating in the development and refinement of the National Fish Habitat Assessment and Decision Support tools.
- Implementing individual and joint outreach efforts, using strategies previously developed via the Whitewater to Bluewater partnership.
- Implementing the EBTJV Business Plan.
- Supporting regular meetings of the EBTJV to engage with partners, identify opportunities to implement the partnership's Brook Trout Conservation Strategy, and prioritize Brook Trout conservation actions.
- Producing refined Brook Trout conservation priorities based on the latest habitat assessment outputs.
- Developing and implementing consistent mechanisms for evaluating and reporting the benefits of Brook Trout conservation projects to a wide range of audiences.

The EBTJV also collaborated with the Atlantic Coastal Fish Habitat Partnership and Southeast Aquatic Resources Partnership to develop a scope of work that was incorporated into an application the National Fish Habitat Board submitted for funding during the 2015 MSCGP grant cycle. If funded, the three eastern Fish Habitat Partnerships will initiate the development of connectivity teams in interested FHP states and bring these teams together to develop working relationships; collectively define and communicate the scientific basis for stream restoration through connectivity improvement; share, update, and develop connectivity assessment tools and

resources; and, establish communications among state connectivity teams to support and build on past experiences.