

**EBTJV Steering Committee Meeting Minutes**  
**December 3-4, 2007**  
**NH Fish and Game Department, Concord, NH**

**Participants:** Steve Perry, Doug Stang, Lila Borge Wills, Doug Besler, Doug Beard, Bob Curry, Andrea Ostroff, Lisa Barno, Hannibal Bolton, Bill Hyatt, Elizabeth Maclin, Bob Carline, Karen Knotts, Karl Hess, Dianne Timmins (Emerson), Scott Decker, Matt Carpenter, Ben Nugent

**Monday December 3, 2007**

**I. Introduction and welcome (Steve Perry)**

- EBTJV was recognized as partner under NFHI
- Conservation Strategy needs some fleshing out
- Received grant from NFWF

**II. Updates**

**a. NFWF grant update (Lila Borge Wills)**

- Contracting paperwork is complete. Waiting for the funds to be transferred to VA Tech. We are hopeful it will be within the month. \$68,127 + \$68,127 match
- For agencies that pledged match funds, Lila needs contact info for the contractor in each agency to start paperwork from VA Tech's end. A simple contract will be drawn up for each agency to transfer matching funds.
- 2 year project
- Deliverables in the grant were the same as More Fish proposal with 1:1 match
  - o Sponsor 4 semi-annual coordination meetings
    - Travel funds available for state agencies
  - o Sponsor 4 semi-annual project prioritization meetings
    - We can use these for regional meetings
    - Travel funds available for state agencies
  - o Maintain, update and host EBTJV website
  - o Outreach to the public
  - o Data Management
  - o Develop a funding plan
  - o A copy of the proposal is available – contact Lila directly (lborge@vt.edu)

**b. Banking Agreement for Donations/Solicitation Letter (Lila)**

- Rick Bennett, Catherine Gatenby, Lila Wills, and Gary Berti have developed a simple 1 page “letter of intent” between CMI and EBTJV with signatories being Chair and Vice Chair of the venture. Approved by Steering Committee
- A more formal agreement between the VT Foundation/CMI, and EBTJV will need to be set up.
- An account in the VT Foundation can be set up as soon as we have a donation.
- Overhead rate will be 10% per donation. The Foundation takes a flat 7% off the top (we don't see it), and CMI will take 3% for Lila Wills' time to manage, complete reports, be a liaison

between funder and Steering Committee, manage paperwork between CMI and the Foundation.

- Need to create a Development Committee beyond the current one
  - o Duties: keep track of donations/grants/fundraising strategies and donors (short and long term donors); develop mechanism to recognize donors;
    - Recognize donors? Provide EBTJV logo to donor for use; recognition on EBTJV website, etc
  - o Membership: 1-2 S.C. members and invite folks from partnership to join for added diversity, engagement and ideas
  - o Criteria/mission. Steve Perry will draft charge for Development Committee
  
- **Steering Committee donations discussion:**
  - o Examples are Bass Pro Shops (though they are asked a lot), New England Patriots sports team, LL Bean, Bottled water companies (thinking outside the box), Farm Bill,
  
- **Fish Habitat Partnership Funding Opportunities**
  - o Climate change funding
    - Climate change funding – Federal (Lieberman bill)
      - 90/10 match – will probably replace SWIG funds
      - USFWS – main interest is global climate change
  - o Hannibal hopes Congress will give EBTJV line item out of NFHI budget instead of continuing resolution
    - Future partnership funding: \$3million budget approved; requested \$5 million
  
- c. **FY08 Project Proposals (Lila)**
  - a. Progressed fairly smoothly this year with a few bumps
  - b. Need to change/update ranking of projects for next round
  - c. Project proposals were sent to FWS by December 1
  
- d. **Identifying EBRJV Priority/Targeted Watersheds (Andrea)**
  - a. Maps are not yet available for the public; heard from Theresa Theiling and Mark Hudy that should possibly be done this week.
  - b. Hope to apply same criteria to state level like the regional level (difficult)
  - c. SAIN has worked through the kinds (logistical and technological nightmare) though pdf's should be done this week.
  - d. Access will be through a link on the EBTJV site; data updates will be handled through the data workgroup – or maybe Theresa Thieling??
  - e. Maps will be displayed in pdf format and served on the NBII FAR node, NBII MAIN node, EBTJV website, NBII SAIN node and accessible from CMI page as well.
  - f. Need to recharge and reinvigorate Data Workgroup. Regional workgroups should be able to help with this.

### **III. Round Table Discussion of Operational Items (Steve Perry lead)**

#### **a. Project Ranking Process**

- i. Habitat /Conservation Strategy workgroup created first set of rankings in Roanoke. Need to charge the workgroup again to update ranking criteria and get approval from Steering committee.
- ii. Issues to consider for next year:
  1. Is there stocking of non-native trout in the project area?
  2. What is the scale of the project with regards to stocking near project area?
  3. Does the project follow the guidelines of the RFP to the letter?
  4. Should we change our criteria to match NFH Action Plan (strategies and targets) since we are now a partner?
- iii. Review process via regional review teams
  1. Need broad representation across range
  2. 2 people from each region per team with 1-2 alternates
  3. Need Chairs for each review teams and have them in place when the RFP is advertised.
- iv. Timeline for process – timelines should match NFHB
  1. RFP sent out in April/May (post when have funding amounts)
  2. September 1 – proposals due
  3. October 1 – to review teams
  4. November 1 – to FWS for review
  5. December 1 – to NFHB for review

#### **b. EBTJV Volunteer Coordinator**

- i. Coordinator will be the representative for the EBTJV
- ii. Volunteer or not? Other partnerships = \$75,000 per year
- iii. Duties – see job description sent from Tom Busiahn as template for duties
  1. Ride herd on work groups
- iv. 10-30 hours per week
- v. Should get Feds to pay for coordinators salary
- vi. Bob Carline accepted volunteer position
- vii. Tom Sadler may have helpers
- viii. CMI will assist in whatever Bob needs re: administration
- ix. CMI will continue to handle conference calls, listserv, email reminders –

#### **c. Steering Committee Listserv**

- i. Need to establish a listserv only for Steering committee members. The current S.C. listserv has many non-S.C. members on it due to requests from agencies and partners
- ii. Lila will create an exclusive listserv only for S.C. members

#### **d. Recruitment of Native American tribe as EBTJV partners**

- i. There are 16 federally recognized tribes in the NE
- ii. There are 500+ nationally recognized tribes
- iii. Send invitation letter (based on original invitation by Eric Schwaab) to each tribe in the region. Target tribes with environmental projects
- iv. Replies will be directed back to the Chair and Vice Chair
- v. Lila forward original letter to Steve Perry

- vi. Do we want one tribal representative or on a nation by nation basis?
  - 1. If the nation has a range-wide interest (yes)
  - 2. Local level representative from each region (yes)

#### **IV. Round Table Discussion of Major Tasks to Accomplish**

##### **a. Task 1: Implementing regional brook trout conservation strategies**

- i. Need to incorporate state and local objectives into the conservation strategy
- ii. Are the 7 regional habitat objectives reasonable?
- iii. Could be achieved if done at the regional committee level.
  - 1. Establish structure for regional committees with regional chairs
  - 2. Prioritize projects and costs
    - a. NEFAA will start the process-

##### **b. Task 2: Measuring brook trout conservation success**

- i. Mark Hudy will get more involved in the process
- ii. NY has done ~ 500 watersheds
  - 1. Validate predicted model
  - 2. Change current classification
  - 3. Update online maps at SAIN
- iii. Produce annual evaluation report that provides an accounting system

##### **c. Task 3: Managing brook trout data at a range-wide scale**

- i. Task Data workgroup with this item
- ii. What are the needs of the EBTJV as they relate to MARIS (Multistate Aquatic Resource Information System) – can we combine the two?
  - 1. See how MARIS fits – addresses items 1-3?
  - 2. Task Data workgroup to focus on items 4-5
  - 3. Andrea Ostroff will discuss with Andy Loftus and see if we can incorporate EBTJV data into MARIS somehow

**Adjourn 5:30 pm**

**Tuesday December 4, 2007**

#### **V. Round Table Discussion of Major Tasks to Accomplish**

##### **a. Task 4: Facilitating applied research**

- i. How to accomplish:
  - 1. Create Science and Research workgroup – Doug Beard chair
    - a. Doug Beard will start workgroup and will draft charge & provide to S.C. for review; invite Mark Hudy via Dave Schmidt; Ann Zimmerman?
  - 2. Bring in Universities?
  - 3. Leetown Science Center (Ben Lechter)
- ii. Needs:
  - 1. Identify research needs
  - 2. Ideas come in from biologists and researchers and goes to regional committees for discuss and then to research committee

3. Use status / trends & conservation strategy to define research needs

**b. Task 5: Developing a comprehensive outreach plan**

- i. Dianne Timmins will be new Chair of outreach group
- ii. Outreach workgroup will take on task 5 and it ties into task 6
- iii. Develop consistent message
- iv. Lila may need help from outreach group on NFWF grant
- v. Can Jim Range (Teddy Roosevelt Foundation) help with donor strategies?

**c. Task 6: Building long-term EBTJV partnership support**

- i. Development workgroup and outreach group work together
- ii. Ask States to rank projects and cost them –send to Development workgroup – then look at funding sources by project
- iii. Task Conservation Strategy workgroup to develop template for identifying activities and cost figures. Use 1 state (NH) as a model – rank top 10 projects for each of the 4 Fish Habitat Action Plan categories
- iv. Need to build public and political support
- v. Need to develop consistent message for outreach and support
- vi. Need to define short and long term time frames
- vii. Need to identify more funding sources
  1. Farm Bill (\$4b), EPA, Office of Surface Mining (\$1.2b), Climate Change funding (LOTS of \$\$)
- viii. Develop funding matrix
  1. Need to tap local energy into building funding matrix
  2. Look at example projects (NH) and put costs to project
- ix. Political: Tom Sadler do lobbying? Hannibal B and Steve Moyer assist
  1. Get list of political/fund support from SARP
    - a. Cabela's, Ranger Boats, LL Bean, Anheuser Busch, Patagonia, Bass Pro Shops, etc.
- x. Need to get ASA (American Sportfishing Assoc) engaged again to partner for support of More Fish campaign
- xi. Hannibal will put list together of federal funding sources
- xii. Karl Hess will look at USFWS funding sources

**VI. Planning for the Partnership-At-Large Meeting (April 21-23 NCTC)**

- a. Location: NCTC April 21-23, 2008
- b. Other possibilities: Cacapon, Leetown Sci Center, Penn. Boat Commission
- c. Rooms: 1 large, 4 small (NCTC can accommodate)
- d. 2 day meeting (1/2 day, 1 day, 1/2 day)
- e. 1/2 day will be updates from states
- f. 1 day - Breakout sessions will be the 3 regional groups
- g. Professional facilitation – Hannibal will check cost of facilitators
- h. Invitees: Fish Chiefs and 1 management biologist
- i. Request states provide projects/accomplishment prior to meeting for handouts
- j. Agenda items:
  - i. Update of venture
  - ii. Funding matrix
  - iii. Development
  - iv. Recruit for workgroups
  - v. Other

**VII. New Hampshire Initiative – Land Conservation Partnership**

- a. Ben Nugent and Matt Carpenter provided an update on methods developed thus far from NH biologists – can we use as a template for EBTJV?

**VIII. North Carolina Initiative – Brook Trout Friendly Developments**

- a. Considering developing “green” certification for development companies – Home Builders Assoc.; establish board to review; design developments

**Current and newly established workgroups:**

<b>EBTJV Coordinator:</b>	Robert Carline
<b>Science and Research:</b>	Chair Doug Beard
<b>Data:</b>	Chair Shelaine Curd Hetrick; Co-chair Andrea Ostroff
<b>Outreach:</b>	Chair Dianne Timmins
<b>Development:</b>	Chair Tom Sadler? Co-chair: Hannibal Bolton, Steve Moyer
<b>Conservation Strategy:</b>	Chair Doug Besler
<b>Regional Committees:</b>	Chair of regional groups: Doug Besler
<b>North:</b>	Chair Jim Daley
<b>South:</b>	Chair Jim Habera
<b>Mid-Atlantic:</b>	Chair Alan Heft

**Review Teams for each region** Two representatives from each region + Two alternates

**Action Items:**

- For agencies that pledged match funds for NFWF grant, Lila needs contact info for the contractor in each agency to start paperwork from VA Tech’s end. (**ALL**)
- Formalize letter to donors for Dick Empie (**Development group**)
- Finalize Development Workgroup (**Tom Sadler will kick off**)
- Finalize Science and Research Workgroup (**Doug Beard will kick off**)
- Need update on maps availability for online use (**Shelaine/Andrea**)
- Project ranking:
  - Charge the conservation strategy workgroup to update ranking criteria and get approval from Steering committee. (**Doug Besler chair**)
  - Define regional review teams (2 members from each region + 1-2 alternates)
  
- Develop final guidelines and description for EBTJV volunteer coordinator (**Steve Perry**)
- Check for assistants to help Bob (**Tom Sadler**)
- Create an exclusive listserve only for S.C. members (**Lila**)
- Send invitation letter to tribes – Lila send Steve P the original invitation letter (**Lila**)
- Contact Andy Loftus and see if we can incorporate EBTJV data into MARIS (**Andrea O**)
- Put together list of federal funding sources (**Hannibal**)
- Put together list of USFWS funding sources (**Karl Hess**)
- Finalize dates for NCTC (**Hannibal**)
- Check into costs and options for professional facilitators (**Hannibal**)
- Work out details of April partner meeting (**Lila**)