



Atlantic Coastal Cooperative Statistics Program

1050 N. Highland Street, Suite 200A-N | Arlington, VA 22201
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Coordinating Council - Executive Committee Meeting February 2, 2015 2:45 pm

The Westin Alexandria, 400 Courthouse Square, Alexandria, VA

DRAFT AGENDA

1. Welcome/Introductions – Coordinating Council Chair R. Boyles
2. Public Comment* – R. Boyles
3. Committee Consent – R. Boyles
 - a) Approval of Agenda (Attachment I) - **ACTION**
 - b) Approval of Proceedings from November 2015 (Attachment II) – **ACTION**
4. Program Status Updates
 - a) Program Status – M. Cahall
 - b) APAIS – M. Cahall
 - c) Seafood Traceability – M. Cahall
5. Governance Update – C. Patterson
6. Executive Committee SOP Approval (Attachment III-X) - **ACTION**
7. 2016 Calendar (Attachment XI)
 - a) Discuss Executive Committee meeting frequency - **ACTION**
8. Review Action Items from previous meeting
 - a) Any edits to the Governance White Paper need to be sent to C. Patterson before the end of the year. – **DONE**
 - b) All Executive Committee SOP edits should be submitted to C. Patterson by January 15th.- **IN PROGRESS**
9. Closed Executive Session
10. Other Business/Adjourn

*See Public Comment Guidelines:

http://www.accsp.org/documents/ACCSP_PublicCommentPolicyOct2013.pdf

Our vision is to produce dependable and timely marine fishery statistics for Atlantic coast fisheries that are collected, processed, and disseminated according to common standards agreed upon by all program partners.



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Atlantic Coastal Cooperative Statistics Program Executive Committee
Conference Call

December 17th, 2015 | 1:00pm

https://safis.accsp.org:8443/accsp_prod/f?p=552:15:::NO:15:P15_CAL_ID_1:1522

MEETING MINUTES

COMMITTEE MEMBERS IN ATTENDANCE

Name	Partner	Phone	Email
Robert Beal	ASMFC	(703) 842-0740	rbeal@asmfc.org
Robert Boyles (Chair)	SC DNR	(843) 953-9304	boylesr@dnr.sc.gov
Patrick Campfield	ASMFC	(703) 842-0740	pcampfield@asmfc.org
John Carmichael	SAFMC	(843) 571-4366	john.carmichael@safmc.net
Hannah Goodale	GARFO	(978) 281-9101	hannah.f.goodale@noaa.gov
Cheri Patterson	NH FGD	(603) 868-1095	cheri.patterson@wildlife.nh.gov
Dave Van Voorhees (Proxy)	NOAA	(301) 713-2328	dave.van.voorhees@noaa.gov

Committee Members Not in Attendance: L. Fegley (Vice-chair; MD DNR), W. Laney (US FWS)

Staff Members in Attendance: M. Cahall (Program Director), E. Wyatt (Program Assistant)

Welcome and Introductions – Coordinating Council Chair R. Boyles

The committee was welcomed and attendance was taken.

Public Comment – R. Boyles

No public comment.

Committee Consent – R. Boyles

- Approval of Agenda
 - Add SOP Items for discussion after the Governance Review. Agenda was approved by consent as corrected.
- Approval of Previous Minutes
 - C. Patterson and P. Campfield provided edits to the minutes. The minutes were approved by consent as corrected.

Review Action Items from Previous Meeting

- C. Patterson will complete the rest of the SOP items for the Executive Committee with help from the Committee. - **DONE**
- G. Colvin will provide C. Patterson with contact information for West PacFIN. - **DONE**
- The Executive Committee will meet December 17th to discuss SOP and governance issues. - **DONE**
- The governance work group will meet at the beginning of December. – **Differed to January**
- E. Wyatt and M. Cahall will provide sections of the SOP to C. Patterson when they are available and the whole SOP document will be compiled for review at the February Executive Committee and Coordinating Council meetings. – **Will go out soon.**
- H. Goodale will be added to the Executive Committee email list. - **DONE**

Our vision is to be the principal source of fisheries-dependent information on the Atlantic coast through the cooperation of all program partners.

- A recommendation will be made to the Coordinating Council to have the herring bycatch project get priority over the NYS DEC project because they had have done everything that this committee has asked of them to bring down the cost of the project. - **DONE**
- R. Boyles will make a recommendation to the Coordinating Council that once the projects are approved that an analysis is done to find help find cost saving options for the validation methods within the new for-hire reporting projects. - **DONE**
- The Executive Committee is requesting that the Operations Committee provide new funding priorities for the Executive Committee to review. – **Directed to the Operations Committee**

Program Update – M. Cahall

- **ACCSP/ASMFC Marine Recreational Information Program (MRIP) – Access Point Angler Intercept Survey (APAIS) Transition**
 - The APAIS transition is going smoothly. There are few signatures that are still needed due to better coordination or state processes but there does not seem to be any issue in acquiring them.
 - Phase 1 funding is in place til February and the Cooperative Agreement is approved, so 5 years of funding will begin on March 1st.
 - All full-time APAIS employees have been hired and all equipment have been purchased. Training is currently occurring on equipment.
 - The NC training has occurred which went well. ACCSP APAIS staff received great feedback which will help with future training.
 - ACCSP is ready for Wave 1 and NC will be a good pilot state to test all equipment and processes.
 - D. Van Voorhees affirmed what M. Cahall said and MRIP is pleased with the process.
- **Tablet Reporting**
 - eTRIPS/m for for-hire vessels was deployed in RI and their fishery just closed as few days ago.
 - The GARFO validation is very close. There are few more adjustments that need to occur before approved.
 - H. Goodale added that Jim St. Cyr has met with IRM and they are addressing the technical issues that are still occurring.
 - ACCSP had a visitor from Ireland to see how ACCSP handles data collection. There was a demonstration of the for-hire eTRIPS/m application.
 - Once the GARFO certification is complete there will be a systematic roll-out of the eTRIPS/m application. ACCSP will start with the for-hire trip reporting in RI which is a smaller fleet.
 - The eDR swipe card application is going well. All ME technical issues have been resolved or are close to being resolved. MA is close to rolling out the application. RI is interested in the eDR application without the swipe card component. Additionally, there has been interest from the shellfish industry in MA and CT with a hybrid application of eDR with trip reporting and dealer reports.

Governance Discussion

- **This committee will review the White Paper and make sure that all information has been covered and summarized properly. If any changes need to be made, let C. Patterson know before the end of the year because the Governance Workgroup will be meeting January 5th.**
- B. Beal had a wording suggestion that he will send to C. Patterson.

SOP Items

- **All edits to the SOP items should be sent to C. Patterson by January 15th.**
- ORG-05: Executive Committee Membership
 - Make sure that it is clear that a Federal or Council member can be the Chair of the Coordinating Council
 - M. Cahall is not a member of the committee, he is designated as staff.

Other Business/Adjourn

Our vision is to be the principal source of fisheries-dependent information on the Atlantic coast through the cooperation of all program partners.

Action Items

1. Any edits to the Governance White Paper need to be sent to C. Patterson before the end of the year.
2. All edits to the SOP items should be sent to C. Patterson by January 15th.

PROGRAMMATIC: Program Management

Commented [G1]: This s the same as the SOP developed for PM-06, right? It is a better fit here in the Program Management section of the SOPs.

Title of Procedure: Developing and Maintaining Staff Performance Metrics

A. Purpose of Procedure: IPR Recommendation M-06

B. Responsibility:

- **Staff Titles:** Program Director
- **Committee(s):**
- **Authorized Supervisor/Approver:**

C. Main Steps/Activities of Procedure

Staff performance planning shall be conducted in accordance with ASFMC policy as indicated in the ASFMC Employees handbook using a standard performance plan outline.

D. Associated Documents (Link to Appendices):

Standard performance plan outline

E. Revision History:

If changes are made to the Procedure (e.g., approval process) please document here.

Version Date (mm/dd/yy)	Sections Affected/Description
01/05/2016	Initial version

ADMINISTRATION: Organization

Title of Procedure: Improving Coordinating Council Engagement

A. Purpose of Procedure: IPR Recommendation ORG-04

B. Responsibility:

- **Staff Titles:** Program Director
- **And/or Committees:** Executive Committee, Chair Coordinating Council, and ACCSP administrative staff
- **Authorized Supervisor/Approver:**

C. Main Steps/Activities of Procedure:

- ACCSP staff annually reviews the partners' attendance at meetings of the Executive Committee and Coordinating Council partners and presents the information to the Executive Council during the winter meeting. The Executive Committee and Chair of the Coordinating Council can then draft a proxy request to a non-participating partner to designate a proxy in order to increase partner participation, if desired and appropriate needed.
- Coordination with ASMFC staff for scheduling Executive Committee and Coordinating Council meetings during quarterly ASMFC meeting weeks.
- Ensure that As well as, getting meeting materials are provided to Coordinating Council and committee members using the same schedule as during the same timing as ASMFC materials.

D. Associated Documents (Link to Appendices):

E. Revision History:

If changes are made to the Procedure (e.g., approval process) please document here.

Version Date (mm/dd/yy)	Sections Affected/Description
12/15/15	Initial procedure developed
<u>1/05/2016</u>	<u>Edited by Mike Cahall</u>

Commented [G1]: To achieve what? To minimize the number of Coordinating Council meetings that take place on the last day of meeting weeks? To minimize partner meeting conflicts? Both?

ADMINISTRATION: Organization

Title of Procedure: Executive Committee Membership Composition and Roles

Commented [G1]: Role of ExComm needs to be added.

A. Purpose of Procedure:

- JPR recommendation ORG-05 and
- Clarity on coastwide representation of Executive Committee membership.

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B. Responsibility:

- Staff Titles:
- And/or Committee(s): Executive Committee
- Authorized Supervisor/Approver: Executive Committee

C. Main Steps/Activities of Procedure:

- Clarify Executive Committee Membership:
 - 3 – State Reps - One Coordinating Council member or proxy from each Region (See below). These seats may be filled by the Chair, Vice Chair and past Chair of the Coordinating Council. Add additional state representative(s) beyond the Chair, Vice Chair and past Chair, if necessary, to maintain three state regional representatives.
 - CC immediate past Chair, Ex Officio
 - The Coordinating Council Chair and Vice Chair shall serve as the Chair and Vice Chair of the Executive Committee, respectively. It is expected that these positions will usually be rotated among the three Council Regions: New England; Mid-Atlantic; South Atlantic.
 - Chair and Vice Chair of Coordinating Council should be rotated between Regions; Northeast, Mid-Atlantic, and South Atlantic.
 - CC Chair – State, Council or Federal
 - CC Vice-chair – State, Council or Federal
 - CC Previous chair – Ex-Officio State, Council or Federal
 - 1 – NMFS Representative
 - 1 – USFWS Representative
 - 1 – Council Representative for the three Councils (NEFMC, MAFMC, SAFMC)
 - ASFMC Executive Director
 - ACCSP Director (staff)
- Regions:
 - Northeast: ME, NH, MA, RI, CT (n=5)
 - Mid-Atlantic: NY, NJ, PA, DE, MD, VA, PRFC (n=7)
 - South Atlantic: NC, SC, GA, FL (n=4)

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D. Associated Documents (Link to Appendices):

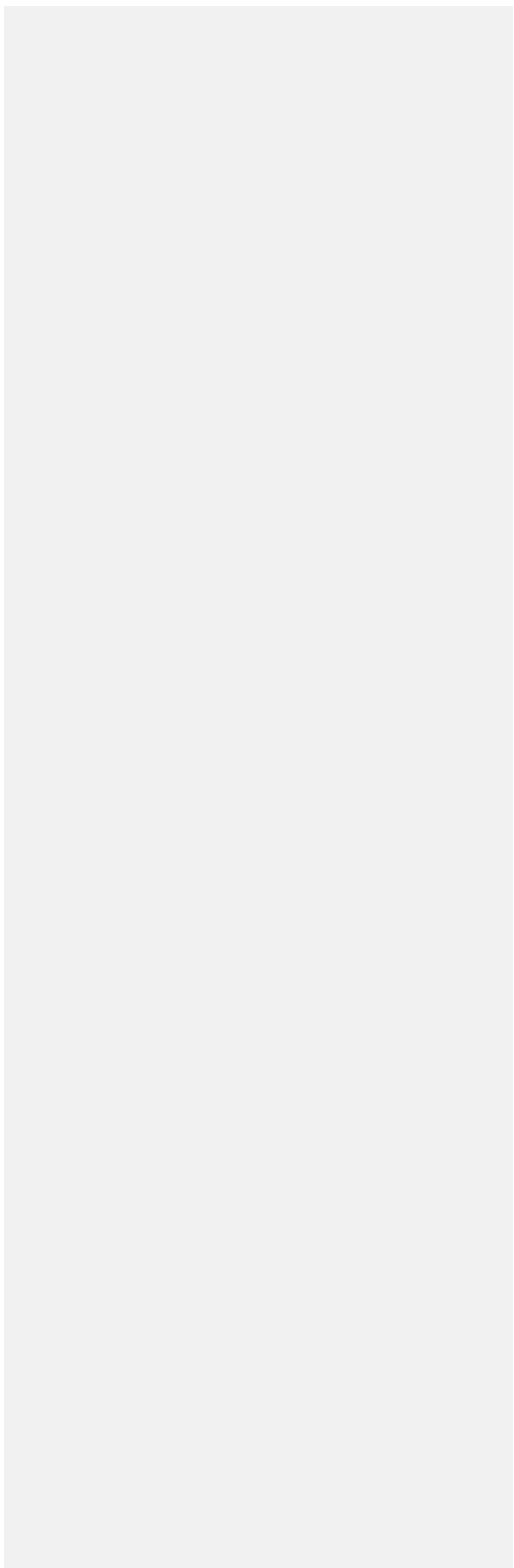
- Past Meeting Minutes of Coordinating Council,
- Abbreviated compilation of past Coordinating Council Meeting Minutes (see attachment),

E. Revision History:

If changes are made to the Procedure (e.g., approval process) please document here.

Version Date (mm/dd/yy)	Sections Affected/Description
12/15/15	Initial procedure developed
1/5/2016	Edited by Mike Cahall

DRAFT



Supporting Documentation
(Information collected by Mark Alexander)

ACCSP Executive Committee Birth and Evolution

20 March 2015

The summary below is pulled from ACCSP Coordinating Council meeting minutes/transcripts by word searching for the word “executive” and using the hits to find discussions of ACCSP Executive Committee membership. The summary attempts to characterize the constituent membership of the Executive Committee at its inception and how it has changed to present.

May 1997

The ACCSP Executive Committee was created by a motion at the May 1997 Coordinating Council (CC) meeting. Although a transcript of the meeting is available, it is not real clear what was eventually adopted. The discussion started with a three-option proposal (p. 269) developed by the Operations Committee:

1. “The first option is [that] the Operations Committee be the individual group, and ... it's composed of one representative from each of the federal agencies, the councils, ASMFC and the three state representatives...” *It is not clear if “councils” means one person from one or more of the councils or one person collectively. It is probably the later (see #3). So, N=7.*
2. “The second option was to have the chair of the Coordinating Council, the vice-chair, one representative from each agency and a state representative.” *It is not clear if “each agency” includes ASMFC, which was otherwise not specifically mentioned. So, N=5 or 6.*
3. “A third option would also include ... a state representative from each area instead of just one state representative. It would have two NMFS representatives, one from the Washington Office and one from a region, and then Fish and Wildlife Service, ASMFC and councils.” *The text goes on to say this is an 8-member group, so councils must mean one representative collectively. N=8.*

The initial motion opted for option 2. There was some discussion of the purpose of the Executive Committee (EC). Initial reasoning focused on the need to be able to address issues that arise between CC meetings, which at the time occurred at the Spring and Annual meetings of the ASMFC. Further discussion suggested that an EC could also scope out issues that arise between meetings for presentation to the full CC. Addressing budgetary issues was also mentioned; not so much taking immediate action, but rather developing plans and providing executive-level guidance to the development of those plans.

In response to the later, it was felt that budgetary issues needed the input from more than one state director (representative). Also, recognizing the importance of the fishery management councils' role as partners in ACCSP, council representation on the EC was emphasized. Convoluted discussion ensued. The question is, once all was said and done, did we end up with the ASFMC director (and/or the ASFMC chair) on the EC, and how many state members? *Note: for context in the discussion, William Fox (NMFS)*

was the CC Chair, and Gordon Colvin (NY) was the CC Vice-chair. Jack Dunnigan was the ASMFC Executive Director, and Paul Sandifer (SC) was the ASMFC Chairman.

Excerpt from the transcript:

MR. SPITSBERGEN: Paul, you just brought up the issue that probably state directors really would have had a lot more input into. Do you feel comfortable with just one state director on that, or do you think it might be beneficial to have a **couple more state directors** with, you know, kind of the full scale of the coast?

DR. SANDIFER: I don't have any problem with that. I was just trying to keep the cost as low as possible.

MR. SPITSBERGEN: Right. I understand that. **At least one of the state directors is going to be a chair, so that may take care of that. So you may be looking at adding one additional person to what you had.**

DR. SANDIFER: Don't have any problem with that at all.

MR. SPITSBERGEN: Because, see, on some of these issues are going to impact state legislation, etcetera, and you might get a lot more input on what's going to be reasonable and what's not if you had a little more participation from the states.

DR. SANDIFER: I certainly would accept any perfections to the motion.

CHAIRMAN FOX: The Chair was going to suggest that maybe six people would be appropriate, **one from NMFS, one from Fish and Wildlife Service, one from ASMFC, and then one from each of the three regions that the states are grouped by, so you'd have three state representatives, the three other agencies, and then the chair and the vice-chair would be from one of those.** So it's really the chair and the vice-chair plus four other people, making sure those six entities were represented.

DR. SANDIFER: The only group that I would then see left out are the councils, but **each one of the state directors is also a member of the council and the affected region, so the councils are in fact included if the state director is included.** Bob Mahood may or may not agree with me. But the state directors are seated in both places, and I think it would be a reasonable approach to this.

CHAIRMAN FOX: I saw Jaime first, and then Gordon.

DR. GEIGER: Mr. Chairman, would you envision the meetings of this executive group to be held during normal ASMFC meeting weeks?

CHAIRMAN FOX: Jack.

MR. DUNNIGAN: I would envision meetings of this group would be held over the telephone.

CHAIRMAN FOX: Gordon.

MR. COLVIN: Just a slight perhaps modification of an idea I heard from Paul. I would like to see the **councils represented on the body.** I would like to make sure that this Council and this

program continue to recognize the fundamental role of the regional councils and their partnership in the operation.

And I just had a thought that might work. Maybe it's not always going to be geographically correct, but it certainly would be for now. And that is that perhaps there could be two state representatives, the vice-chair or chair of this Council and the chair of the Commission, which gives us, I think, a six-member group.

MEMBER: Say that one more time.

MR. COLVIN: That there would be two state representatives on the Executive Committee. One would be the chair or vice-chair of the ACCSP Council, and the other would be the chair of the Commission. I don't think Jack likes that, but I know I do.

CHAIRMAN FOX: Let me go to Dan next then back to John.

MR. FURLONG: It seems to be a process problem, and you're jumping to an organizational solution. Why not try a process solution by using the telephone as a means to convene this Council during the nonscheduled meeting periods, rather than create another body? I mean, that was going to be my suggestion, and Jack kind of touched on it. But if you're going to meet by telephone, why have another group?

CHAIRMAN FOX: Okay. Jack.

MR. DUNNIGAN: Let me deal with Dan's suggestion first. I think we need to think about that. Certainly the Commission is going to do a lot more. But at the moment, I think we have too many people around the table to do that efficiently. I could be wrong, but that's just my sense.

I think I like Option 2 but with a little bit different take than Gordon had on it. If you add to what's there, if you add a representative of the councils -- and I agree that's very important -- and if you add another state representative, what you will have is, essentially you'll have two, at least today, two National Marine Fisheries Service representatives, the chair, which is Headquarters, and you could add one from one of the regions. So you pick up that angle from Option 3.

And as far as the states are concerned, you would have the vice-chair, who's from the South Atlantic, and could add a -- excuse me. The vice-chair's from the Mid-Atlantic and you could add -- Mid-Atlantic, and you could add two state representatives. I'm getting my chairs mixed up. Then you'd have state representatives and could pick up the North and the South.

I'm close to moving that amendment. I move to amend the motion to go for Option 2, but to include a representative of the councils and a second state representative.

DR. SANDIFER: Accepted.

CHAIRMAN FOX: Okay. The maker of the motion accepts that as an amendment, so that's the motion before us. Does the seconder agree?

MR. COLVIN: The councils are part of Option 2 now. I really think that all Jack's done in his amendment is add a second state member.

MR. DUNNIGAN: That's correct.

MR. COLVIN: Which is what I had suggested, only I was specifying that that **second member be the chairman of the Commission.**

MR. SPITSBERGEN: And I would like to see one in addition to the chair, so you'd have three state members on it.

MR. COLVIN: Now you're into Option 3.

MR. SPITSBERGEN: No, because you've got --

MR. COLVIN: I accept Jack's amendment, but I think that all you're really adding is one person.

MR. DUNNIGAN: You're correct. **We're just adding one person, so it would read, "chair, vice-chair, one representative from each agency and two state representatives."**

MS. YOUNG-DUBOVSKY: And I think, Dennis, **that brings in three state representatives, because your chair and your vice-chair --**

MR. SPITSBERGEN: Right, right, I understand that. Yes. I'm in agreement with that.

CHAIRMAN FOX: Okay. And **each agency includes --**

MR. DUNNIGAN: **Includes the councils.**

CHAIRMAN FOX: -- the councils, and so we'd have to decide between three --

MR. DUNNIGAN: Well, I think it's an Executive Committee of this body, so that would have to be **the person that is serving here from the councils.**

CHAIRMAN FOX: **Okay. Right. Any further discussion on it? I think I understand it. If there's no further discussion, all those in favor, say Aye; any opposed. That passes unanimously.**

LOL. This was a very thoughtful discussion, but I can't blame Chairman Fox for being a little bewildered. Seventeen-plus years later, this action seems to be the poster child of why it is beneficial to clearly state the motion before the vote is taken. It's pretty clear a single fishery management council representative is included, as is a representative of NMFS and the USFWS. The EC also includes the CC chair and vice-chair (note: in this case, the CC chair was also the NMFS representative and the CC vice-chair was a Mid-Atlantic state representative). It also suggests that the Northeast, Mid-Atlantic and South Atlantic all have representatives, with at least one serving a dual role (CC Vice-chair and Mid-Atlantic representative). The ASFMC director and ASFMC chair were mentioned so far back in the discussion, it's not clear they are actually included, unless the ASFMC Director is lumped into "agencies" and the ASFMC Chair was also one of the state reps. Nevertheless, it appears that the formula is:

3 State
ASFMC?
Council
NMFS
USFWS

Again, the CC chair was (and would be) one of these people, and the vice-chair was also, by circumstance, one of the members.

February 2002

The constituent membership of the ACCSP Executive Committee was not mentioned in ACCSP CC minutes/transcripts again until February 2002. At this meeting David Cupka (SC) was the ACCSP CC Chair and Paul Diodati (MA) was the Vice-Chair. Here is the relevant excerpt from the transcript:

CHAIRMAN CUPKA: Mr. Travelstead nominates Mr. Diodati; Mr. Lapointe seconds. Any other nominations? Move nominations be closed. I have a motion to close. Was that Ernie or somebody down that way? John. Ernie seconds. Congratulations. Mr. Diodati is our new vice-chairman.

...

I want to mention the Executive Committee. It's my understanding that the Executive Committee is appointed by the Chairman from the following groups of individuals: I believe there are three state representatives; and one representative each from the National Marine Fisheries Service, the U.S. Fish and Wildlife Service, the Regional Fishery Management Councils, and ASMFC.

I've got some people in mind I would like to approach. I haven't had an opportunity to do that, but I would like to go ahead and contact people and see if we can't go ahead and set up an Executive Committee, and we'll let you know by means of a memo how we end up on that.

But if there are no objections to that and if I've got the process right, that's the way I'd like to proceed along those lines. The Executive Committee doesn't meet a lot but there are times when we do need the Executive Committee to deal with some issues that come up and we don't have time to call the full Council together to deal with it. So that would be my intent, if I don't hear any objections, to proceed along those lines.

It is interesting that the notion of the CC Chair "appointing" EC members entered into conversation, though such discretion, if any, would in practice be pretty much limited to the state representatives, since agency, council and ASMFC representation is mostly fixed (or at least not determined by ACCSP). Nevertheless, the membership, as interpreted at the time is fairly clearly stated, though it is not very clear whether the ASMFC representation includes the ASMFC Executive Director (this meeting may have been held between the directorships of Dunnigan and O'Shea) or the ASMFC Chair (Susan Shipman), or both. Also, there is no mention of the CC vice-chair being an EC member. Nevertheless, this affirms what appears to have been the original concept:

- 3 State
- ASFMC
- Council
- NMFS
- USFWS

August 2005

At this meeting there was some discussion about the role and actual membership of the ACCSP Executive Committee. At the time of this meeting Paul Diodati was CC Chair, and apparently Bob Mahood was the Vice-chair. Vince O'Shea was the ASFMC Executive Director and Preston Pate was the ASMFC Chair. From page 87 of the transcript:

EXECUTIVE DIRECTOR O'SHEA: Maury mentioned the executive committee, maybe just put on the work list if we could define the membership on the executive committee. I think we've been operating on minutes from a meeting as to who is on the executive committee, and I would suggest that needs to be more formally stated.

Whether we have a discussion about who should be on there and then formally put it down or formally put it down and adopt it, I think that needs to be cleaned up.

MS. OSBORN: I think the way it has been in the past is we've had the chair, a representative from the National Marine Fisheries Service, a representative from U.S. Fish and Wildlife Service, a representative from one of the councils, the executive director of ASMFC, and then we've had one representative from the New England Region, Mid-Atlantic and South Atlantic.

And in some of those cases, a person can fulfill two roles, such as being the chair and serving as the Northeast representative. That's what I remember.

MR. ANNINOS: I didn't get the last two things.

MS. OSBORN: Just one representative from each of the three regions. This is generally a state representative, New England, Mid-Atlantic and South Atlantic.

MR. ANNINOS: I take it this committee has not been very active.

...

MR. LAPOINTE: I'd like some discussion on who the people are behind those slots, or we don't have a standing executive committee or knowing who sits on each one of those positions?

CHAIRMAN DIODATI: It's a moving target, but we do have names right now, I believe.

MS. OSBORN: We have Diodati as chair. I think we also have the vice-chair. It was either the vice-chair or the previous council chair. It was the vice-chair, so it's Bob Mahood. NOAA, the last I heard it was Murawski; U.S. Fish and Wildlife, Geiger; council is, again, Mahood.

The next one is Vince, of course. Then we had South Atlantic, it was Cupka; Mid-Atlantic was Colvin; and then Diodati again.

EXECUTIVE DIRECTOR O'SHEA: And then just as a placeholder -- again, I see this as part of the process, not that it would be delivered, but I would like to put a placeholder in that I think it would be helpful to have it documented what the duties of the executive committee are.

Those do not exist right now, but at the end of this whole exercise, again, not for the staff to do immediately -- that's something we as the coordinating council need to decide on and adopt.

CHAIRMAN DIODATI: Actually, I would like to nominate John Nelson to be the Northeast representative to the executive committee.

MR. COLVIN: Let the record show that I believe he was and is on the executive committee from the Northeast.

CHAIRMAN DIODATI: I think he is, too.

MR. ANNINOS: Are you saying move Diodati off and put Nelson on?

CHAIRMAN DIODATI: I think John Nelson is the Northeast guy.

MR. ANNINOS: Okay, I sense that we've completed our agenda. Unless I'm missing something, I'm just going to say thank you for allowing me to interact with all of you today, allowing me to be here.

I hope you've got some value out of this. So, thank you, folks, thank you very much. I hope you have an enjoyable week ahead of you.

(Whereupon, the meeting was adjourned at 4:30 o'clock p.m., August 15, 2005.)

By the end of this discussion, the CC's collective sense seemed to be that the EC was composed of three state representatives (Northeast, Mid-Atlantic, South-Atlantic), NMFS, USFWS, Council and ASMFC Director. Bob Mahood had a dual role: Council and CC Vice-chair. There was also mention of the previous CC Chair, though there seemed to be an off-mic correction which negated that mention. The identity of the previous vice-chair could not be determined for this paper. Also, though Paul Diodati seemed to be performing a dual role, CC Chair and Northeast representative, it was concluded that John Nelson served as Northeast representative, effectively creating a CC Chair + three state representative scenario. There was no mention of the ASMFC Chair (Preston Pate) being on the EC. Based on the discussion, the EC was composed of:

CC Chair, State – Paul Diodati (Northeast)

CC Vice-chair, Council – Bob Mahood

NMFS – Steve Murawski

USFWS – Jamie Geiger

ASFMC – Vince O'Shea

State – John Nelson (Northeast)

State – Gordon Colvin (Mid-Atlantic)

State – David Cupka (South-Atlantic)

November 2007

At this meeting, Eric Smith assumed chairmanship of the CC. During his remarks following his installation, he briefly discussed the composition of the EC. From the transcript:

(Whereupon, Mr. Eric Smith assumed the Chair.)

CHAIRMAN SMITH: Thank you very much. We have two orders of business left, and one of those is election of the next vice-chairman. I strongly encourage it because it was very beneficial for me to lead through this.

...

One of the things the peer review said was make better use of your executive committee, bring them into more decisions, and I would like to have a lot more involvement with that committee, not to have a conference call or a meeting just because, but when things come up, to make sure they're really aware and they feed information back and forth.

A couple of our people have given us great service, but they have moved on or are going to. Gordon Colvin has moved on. John Nelson will – this is actually his last meeting, and I think we ought to publicly acknowledge that, because he provided us great service. We need another couple of executive committee members. I would recommend to the group – I don't think it takes a motion, but I'm going to suggest **eight names**.

It doesn't have to be set in stone, but as we think about it over the next couple of weeks, if you want to suggest something different, that's something we can communicate on, because I don't want to drop something in your lap and make a hard-and-fast decision – but, **Bob Mahood as the previous chairman; John Boreman; Paul Diodati; Spud Woodward; Jaime Geiger; Robert Boyles; Vince and myself, which would be eight. Its four state representatives, two Fishery Service, a council representative and an ASMFCA representative**, which I think is a good balance.

MR. MAHOOD: Will both those Fishery Service guys get to vote?

CHAIRMAN SMITH: Yes, the charter will say so. Again, thank you, John, and thank you, Gordon, for your service to us. This is my last point. This is John's last Coordinating Council meeting. I feel like I missed the boat when Maury left, because our meetings are only six months apart. We had our meeting in North Carolina. Then about 20 minutes later, Bob and I are saying, "Damn, that's her last meeting," because she was going to leave in the spring.

So, I kind of made a mental note that we don't ever want to let anybody get away without thanking them publicly for their service. He'll be gone before May so for John Nelson, thank you very much for your service. (Applause) With that, I'll open the nominations for election of vice-chairman.

MR. MAHOOD: Mr. Chairman, I'd like to nominate Spud Woodward for the position of vice-chairman.

CHAIRMAN SMITH: Seconded by John Nelson.

MR. NELSON: Move to close the nominations, Mr. Chairman.

CHAIRMAN SMITH: It sounds like a steam roller just like the ASMFCA. The nominations have been moved to be closed. Without objection, **one ballot is cast for Mr. Woodward, and he would be your next vice-chairman**. (Applause) Thank you, Spud.

For context, Vince O'Shea was ASFMCA Executive Director and George Lapointe was ASFMCA Chair at the time. Eric seemed to have followed the precedent set in 2005 by not counting himself as one of the three regional state members, thus again populating the EC with four state members. Eric Smith's suggested choices were as follows:

CC Chair, State – Eric Smith (Northeast)

Council, Previous Chair – Bob Mahood

NMFS, John Boreman
USFWS – Jamie Geiger
ASFMC – Vince O’Shea
State – Paul Diodati (Northeast)
State, CC Vice-chair – Spud Woodward (South-Atlantic)
State – Robert Boyles (ASMFC Vice-chair, South-Atlantic or Mid-Atlantic-ish)

Present Status (2015)

The present composition of the Executive Committee more or less follows that of the previous ten years, at least in terms of the formula (4 state, Council, NMFS, USFWS, and ASMFC representatives), though the state representation is skewed to the north. This is in part an artifact of the current and past CC chair having been both from the northeast and the decision to retain the past chair on the CC, at least in an ex-officio capacity.

CC Chair, State – Cheri Patterson (Northeast)
CC Vice-chair, State – Robert Boyles (South Atlantic)
CC Previous chair, ex-officio? State – Mark Alexander (Northeast)
NMFS – Gordon Colvin / Ned Cyr
USFWS – Wilson Laney
Council – John Carmichael (SAFMC)
ASFMC – Robert Beal
State – Paul Diodati (Northeast)

Going Forward

Except for the last two CC Chair terms, it had been an informal? custom to alternate the CC chair between “northern” and “southern” CC members, though there is no real definition of what constitutes “northern” and “southern”. If the Mason-Dixon Line is used, the split would be:

North: ME, NH, MA, RI, CT, NY, NJ, PA, DE (n=9)
South: MD, PRC, VA, NC, SC, GA, FL (n=7)

Then there is the original intent to populate the EC with state members from the Northeast, Mid-Atlantic, and South Atlantic. Using Council membership as a guide for this:

Northeast: ME, NH, MA, RI, CT (n=5)
Mid-Atlantic: NY, NJ, PA, DE, MD, VA, NC, and geographically, PRC (n=7.5?)
South Atlantic: NC, SC, GA, FL (n=3.5?)

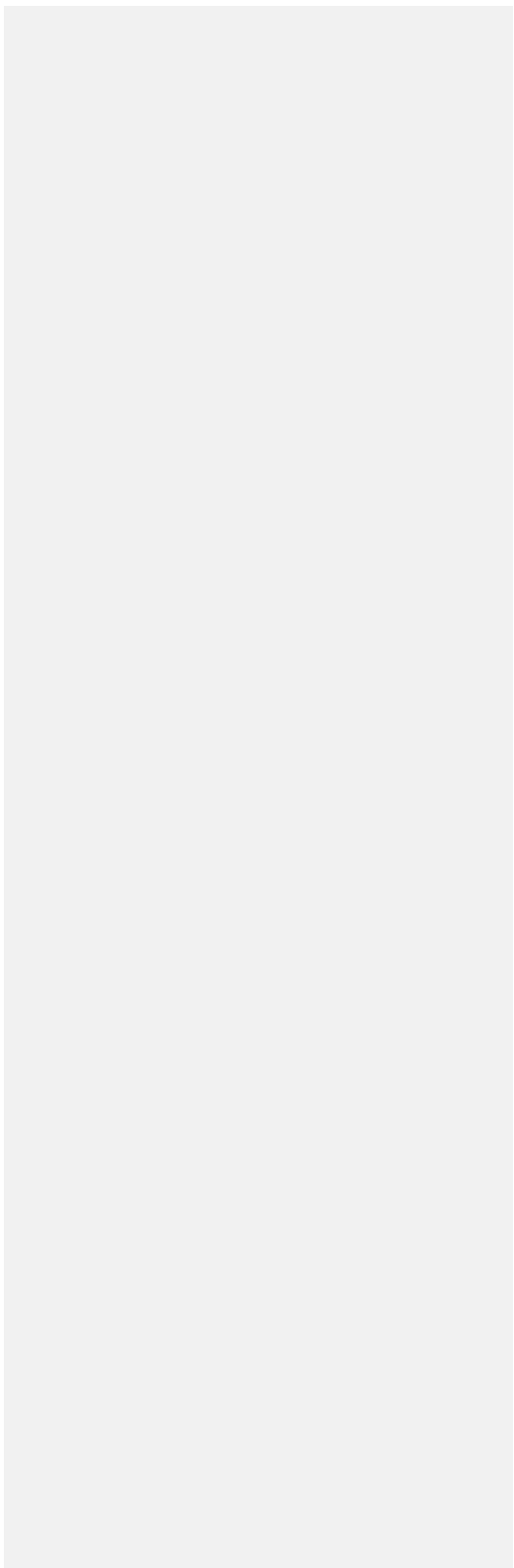
with North Carolina falling within two regions. It would be tempting to group North Carolina with the South Atlantic to better numerically equalize the regions for ACCSP purposes. However, consideration should be given to the ACCSP-wise similarities of North Carolina to each of the two regions to determine the best fit.

With Paul Diodati retiring in the near future, and the CC Chair changing hands at the end of 2015, the opportunity exists to geographically rebalance the EC state representation. In 2016, the Chair would be a South Atlantic representative, and the past chair would be a Northeast representative. Perhaps an effort should be made to nominate a Mid-Atlantic vice-chair at the 2015 Annual Meeting.

Having the vice-chair on the EC provides the opportunity to engage that person in higher-level decision making prior to assuming the chairmanship and takes advantage of their expertise. Retaining the past chair on the EC takes advantage of the experience and the institutional knowledge of that person and provides for some continuity of leadership.

In addition, given the Independent Peer Review recommendation and current activity of reconsidering ACCSP governance and some sentiment toward more fully integrating ACCSP into ASMFC, thought should be given to formally adding the ASFMC Chair to the EC in addition to the ACCSP Executive Director. If circumstances allowed, this person could also be one of the three regional state representatives.

DRAFT



ADMINISTRATION: Organization

Commented [G1]: Is this SOP needed? NMFS is identified as an ExComm member on the ExComm membership SOP.

Title of Procedure: Improving NOAA Fisheries Engagement

A. Purpose of Procedure: IPR recommendation ORG-06

B. Responsibility:

- Staff Titles:
- And/or Committee(s): Executive Committee
- Authorized Supervisor/Approver:

C. Main Steps/Activities of Procedure:

- Clarify Executive Committee Membership:
 - 3 – State Reps - One Coordinating Council member or proxy from each Region (See below). Chair and Vice Chair of Coordinating Council should be rotated between Regions; Northeast, Mid-Atlantic, and South Atlantic.
 - CC Chair – State, Council or Federal
 - CC Vice-chair – State, Council or Federal
 - CC Previous chair - Ex-Officio State, Council or Federal
 - 1 – NMFS Representative
 - 1 – USFWS Representative
 - 1 – Council Representative for the three Councils (NEFMC, MAFMC, SAFMC)
 - ASFMC Executive Director
 - ACCSP Director
- Regions:
 - Northeast: ME, NH, MA, RI, CT (n=5)
 - Mid-Atlantic: NY, NJ, PA, DE, MD, VA, PRFC (n=7)
 - South Atlantic: NC, SC, GA, FL (n=4)

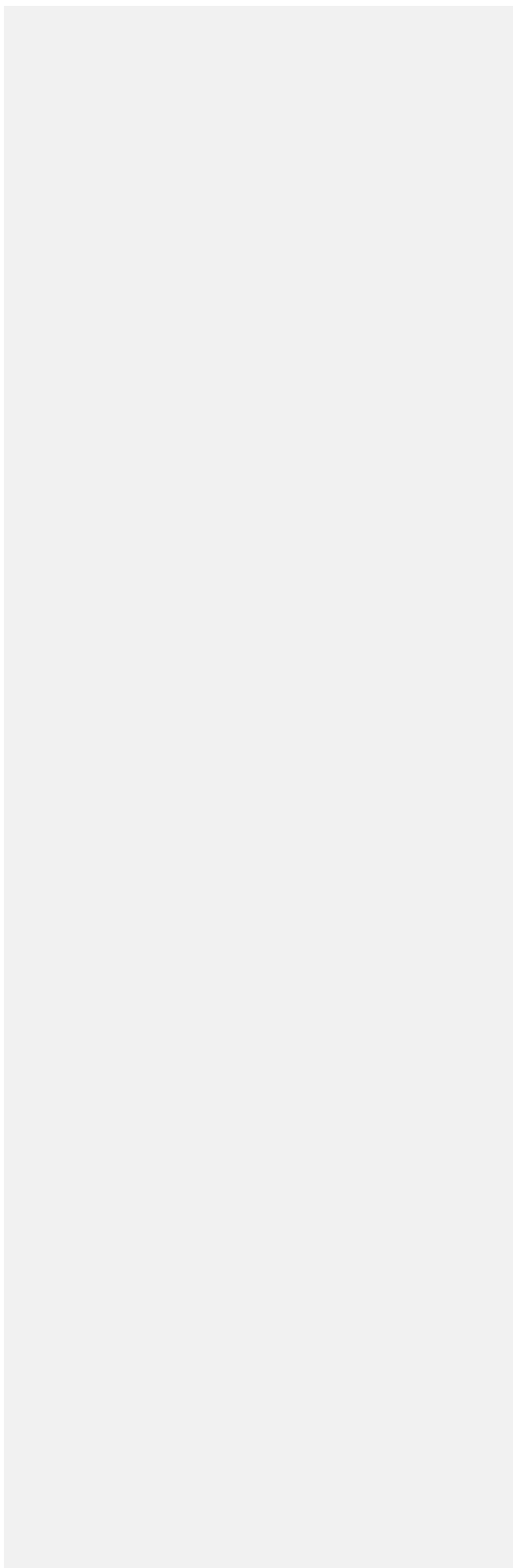
D. Associated Documents (Link to Appendices):

E. Revision History:

If changes are made to the Procedure (e.g., approval process) please document here.

Version Date (mm/dd/yy)	Sections Affected/Description
12/15/15	Initial procedure developed
1/5/2016	Edited by Mike Cahall

DRAFT



ADMINISTRATION: Organization

Title of Procedure: Improving Coordinating Council Chair and Vice-Chair Transition Process and Oversight

A. Purpose of Procedure: IPR Recommendation ORG-07

B. Responsibility:

• **Staff Titles:**

~~— And/or Committee(s):~~

~~— Executive Committee and~~

• ~~Coordinating Council~~

• **Authorized Supervisor/Approver:**

C. Main Steps/Activities of Procedure:

~~Develop SOP that indicates roles and responsibilities for Chair and Vice Chair of Executive Committee and Coordinating Council.~~

- ~~Coordinating Council Chair and Vice Chair:
 - ~~Reviews/approves meeting materials (e.g., meeting minutes, agendas, drafts, etc.)~~
 - ~~Participates in at least monthly Program update conference calls with ACCSP Director and ASMFC Executive Director.~~~~
- ~~Coordinating Council Chair
 - ~~Chairs Executive Committee and Coordinating Council meetings. Vice Chair presides when Chair is unavailable or has recused him or her self.~~
 - ~~Conducts annual performance review of ACCSP Director with ASMFC Executive Director. Vice Chair participates in review and review meeting with Director.~~~~
- ~~Past Chair remains as Ex-Officio Executive Committee member for a two-year term to assure of continuity of Program management.~~
- ~~Do we want to indicate that the current Chair can assign a proxy to help with oversight tasks?~~

- ~~Reviews/approves meeting materials (e.g., meeting minutes, agendas, drafts, etc.)~~
- ~~Participates in at least monthly Program update conference calls with ACCSP Director and ASMFC Executive Director.~~
- ~~Chairs Executive Committee and Coordinating Council meetings.~~
- ~~Conducts annual performance review of ACCSP Director with ASMFC Executive Director.~~
- ~~Past Chair remains as Ex-Officio Executive Committee member for a two-year term to assure of continuity of Program management.~~

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Commented [G1]: Suggesting slight change in how tasks are organized below.

Commented [cap2]: Any more others can suggest? Should we include a longer Chair term if need be for continuity, etc.?

Commented [G3]: I'd say no, but we can add more tasks for the Vice Chair.

- Do we want to indicate that the current Chair can assign a proxy to help with oversight tasks?

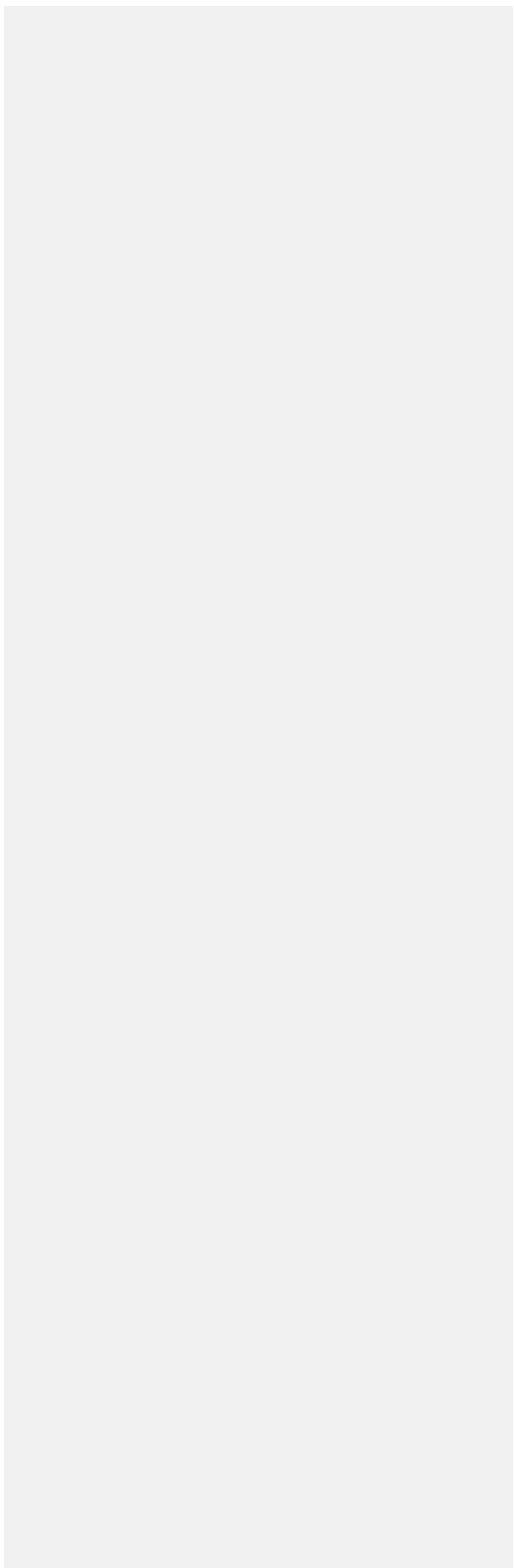
D. Associated Documents (Link to Appendices):

E. Revision History:

If changes are made to the Procedure (e.g., approval process) please document here.

Version Date (mm/dd/yy)	Sections Affected/Description
12/16/2015	Initial draft of procedure
<u>1/5/2016</u>	<u>Edited by Mike Cahall</u>

DRAFT



ADMINISTRATION: Organization

Title of Procedure: Improving Program Performance

A. Purpose of Procedure: IPR Recommendation ORG-12

B. Responsibility:

- Staff Titles:
- Committee(s): Executive Committee
- Authorized Supervisor/Approver: Chair of Coordinating Council or designee

C. Main Steps/Activities of Procedure:

Executive Committee's administrative responsibilities to the Program:

- Full Executive Committee to meet at least bi-monthly (meeting or conference call).
- Monthly briefings with the Chair of Executive Committee, ASMFC Executive Director, and ACCSP Director.
- Coordinated annual performance evaluation of ACCSP Director between Chair of Executive Committee, or designee, and ASMFC Executive Director in accordance with ASFMC policy. Staff performance evaluations may be reviewed upon request of Executive Committee members.
- Council Chair may assign [a working group or subcommittee another Coordinating Council member](#) as a designee to help with tasks.

Commented [G1]: Consider adding some structure to the process. For example, a spreadsheet that tracks progress toward meeting annual program plan milestones. That should be reviewed at the monthly briefings and at ExComm meetings.

Commented [G2]: Why limit to a single person?

D. Associated Documents (Link to Appendices):

E. Revision History:

If changes are made to the Procedure (e.g., approval process) please document here.

Version Date (mm/dd/yy)	Sections Affected/Description
12/16/2015	Initial draft of procedure
1/5/2016	Edited by Mike Cahall

OPERATIONS: Program Data Management

Title of Procedure: Process for Annual Performance Reviews, Plans, and Improvement Plans.

A. Purpose of Procedure: IPR Recommendation PM-06 and SOP

B. Responsibility:

- **Staff Titles:** Program Director (not specific names):
- **And/or Committee(s):**
 - Coordinating Council and
 - Executive Committee
- **Authorized Supervisor/Approver:**
 - Executive Committee and ASMFC Executive Director for ACCSP Director Performance Evaluation and ACCSP Director conducts ACCSP staff annual performance evaluations. Access to ACCSP staff performance evaluations and performance plans will be available to Executive Committee.

C. Main Steps/Activities of Procedure:

Staff performance planning shall be conducted in accordance with ASFMC policy as indicated in the ASFMC Employees handbook using a standard performance plan outline.

Draft SOP for ACCSP staff performance reviews and plans for inclusion into Employee Handbook if different from ASFMC procedure. Additionally, the Executive Committee will draft the procedure for conducting an annual performance review and plan for the ACCSP Director. These both will include procedures for performance improvement plans.

D. Associated Documents (Link to Appendices):

E. Revision History:

If changes are made to the Procedure (e.g., approval process) please document here.

Version Date (mm/dd/yy)	Sections Affected/Description
12/15/2015	Initial draft of procedure
<u>1/5/2015</u>	<u>Edited by Mike Cahall</u>

Commented [G1]: Why in Data Management?

Commented [ML2R1]: Oops

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Commented [G3]: Good. Glad to see this clarification/modification that ACCSP follows the ASFMC Handbook.

ADMINISTRATION: Program Mission

Title of Procedure: Addressing Budget Shortfalls

A. Purpose of Procedure: IPR Recommendation

B. Responsibility:

- Staff Titles: [Program Director](#)
- And/or Committees:
 - Executive Committee ~~followed by~~ [and](#)
 - [Coordinating Council](#) approval.
- Authorized Supervisor/Approver:

C. Main Steps/Activities of Procedure:

~~Inclusion of decision making process in SOP and Funding Decision Document to address major and minor budgetary shortfalls for the ACGSP Program. Process shall follow that outlined within the Funding Decision Document.~~

D. Associated Documents (Link to Appendices):

[Funding Decision Document](#)

E. Revision History:

If changes are made to the Procedure (e.g., approval process) please document here.

Version Date (mm/dd/yy)	Sections Affected/Description
12/15/2015	Initial draft of procedure
1/5/2016	Edited by Mike Cahall

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Commented [G1]: Consider adding a brief description of what situations this SOP addresses and where (an active link best) the Funding Decision Document is located. Or, simply import the document verbatim in paragraph C here.

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Atlantic Coastal Cooperative Statistics Program

1050 N. Highland Street, Suite 200A-N | Arlington, VA 22201
703.842.0780 | 703.842.0779 (fax) | www.accsp.org

This list includes dates for fiscal year 2016, including ACCSP committee meetings, relevant dates of the funding cycle, as well as meetings or conferences ACCSP typically attends or may be of interest to our partners. If you have any questions or comments on this calendar please do not hesitate to contact Elizabeth Wyatt, ACCSP Program Assistant, at elizabeth.wyatt@accsp.org.

January 25:	ACCSP Operations Committee Webinar (10am)
January 26-28:	New England Fishery Management Council (NEFMC) Meeting - Portsmouth, NH
February 2-4:	Atlantic States Marine Fisheries Commission (ASMFC) Meeting - Alexandria, VA
February 2:	ACCSP Executive Committee Meeting (2:45 pm) and Coordinating Council Meeting (4:30 pm)
February 8:	ACCSP Biological Review Panel Webinar
February 9-11:	Mid-Atlantic Fishery Management Council (MAFMC) Meeting – New Bern, NC
February 16:	ACCSP Bycatch Prioritization Committee Webinar
March 1:	Start of ACCSP FY16
March 7-11:	South Atlantic Fishery Management Council (SAFMC) Meeting – Jekyll Island, GA
April 7:	ACCSP Operations Committee Webinar (10am)
Week of April 11:	ACCSP Advisory Committee Webinar
April 12-14:	MAFMC Meeting - Montauk, NY
Week of April 18:	ACCSP Commercial Technical Committee and Information Systems Webinar
April 19-21:	NEFMC Meeting - Mystic, CT
May 2-5:	ASMFC Meeting/ACCSP Executive Committee Meeting and Coordinating Council Meeting; ACCSP issues request for proposals - Alexandria, VA
Week of May 16:	ACCSP Recreational Technical Committee Webinar
June 13:	Initial proposals are due
June 13-17:	SAFMC Meeting – Cocoa Beach, FL
June 14-16:	MAFMC Meeting – Newark, DE
June 20:	Initial proposals are distributed to Operations and Advisory Committees
June 21-23:	NEFMC Meeting – Portland, ME
July 14:	Review of initial proposals for Operations and Advisory Committees Webinar (10am)
Week of July 25:	Feedback submitted to principal investigators
August 2-4:	ASMFC Meeting/ACCSP Executive Committee Meeting and Coordinating Council Meeting - Alexandria, VA
August 8-11:	MAFMC Meeting – Virginia Beach, VA
August 15:	Revised proposals due
August 22:	Revised proposals distributed to Operations and Advisory Committees
Week of August 29:	Preliminary ranking exercise for Advisors
September 8:	FY2015 Proposal Review – Maintenance and New Webinar (10am)

Our vision is to produce dependable and timely marine fishery statistics for Atlantic coast fisheries that are collected, processed, and disseminated according to common standards agreed upon by all program partners.

September 12-16:	SAFMC Meeting – Myrtle Beach, SC
September 20-22:	NEFMC Meeting - Danvers, MA
September 21-22:	Annual Advisors and Operations Committee Joint Meeting (in-person; location TBD)
October 4-6:	MAFMC Meeting – Galloway, NJ
October 24-27:	ASMFC Annual Meeting/ACCSP Executive Committee and Coordinating Council Meeting – Bar Harbor, ME
November 15-17:	NEFMC Meeting – Newport, RI
December 5-9:	SAFMC Meeting - Atlantic Beach, NC
December 13-15:	MAFMC Meeting - Baltimore, MD

SCHEDULES FOR REFERENCE

<http://www.asafc.org/calendar/>

<http://www.nefmc.org/council-meetings/meetings/councilmeeting#future>

<http://static1.squarespace.com/static/511cdc7fe4b00307a2628ac6/t/559be0e4e4b0e9bedf567b27/1436279012422/2016+Council+Meeting+Schedule.pdf>

http://safmc.net/sites/default/files/meetings/pdf/Council/2016/SAFMC_2016CouncilMeetings.pdf

PREVIOUS THREE YEARS FUNDING SCHEDULE FOR REFERENCE

Proposed FY2016 Funding Schedule:

May 2-5:	ASMFC Meeting/ACCSP Executive Committee Meeting and Coordinating Council Meeting; ACCSP issues request for proposals - Alexandria, VA 6 WEEKS
June 13:	Initial proposals are due 1 WEEK
June 20:	Initial proposals are distributed to Operations and Advisory Committees 2 WEEKS
Week of July 11:	Review of initial proposals for Operations and Advisory Committees (webinar) 2 WEEKS
Week of July 25:	Feedback submitted to principal investigators 3 WEEKS
August 15:	Revised proposals due 1 WEEK
August 22:	Revised proposals distributed to Operations and Advisory Committees 3 WEEKS AND THEN MEETING
Week of August 29:	Preliminary ranking exercise for Advisors
Week of September 12:	FY2015 Proposal Review – Maintenance and New (webinar)
September 28-29:	Annual Advisors and Operations Committee Joint Meeting (in-person; location TBD)
October 24-27:	ASMFC Annual Meeting/ACCSP Executive Committee and Coordinating Council Meeting – Bar Harbor, ME

FY2015 Funding Schedule:

May 5-7:	ASMFC Meeting/ACCSP Executive Committee Meeting and Coordinating Council Meeting; ACCSP issues request for proposals - Alexandria, VA 6 WEEKS
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Our vision is to produce dependable and timely marine fishery statistics for Atlantic coast fisheries that are collected, processed, and disseminated according to common standards agreed upon by all program partners.

June 22: Initial proposals are due
1 WEEK

June 29: Initial proposals are distributed to Operations and Advisory Committees
2 WEEKS

Week of July 13: Review of initial proposals for Operations and Advisory Committees
(webinar)
2 WEEKS

Week of August 3: Feedback submitted to principal investigators
3 WEEKS

August 24: Revised proposals due
1 WEEK

August 31: Revised proposals distributed to Operations and Advisory Committees
3 WEEKS AND THEN MEETING

Week of September 7: Preliminary ranking exercise for Advisors

Week of September 14: FY2014 Proposal Review – Maintenance and New (webinar)

September 22-23: Annual Advisors and Operations Committee Joint Meeting (in-person;
location TBD)

FY2014 Schedule:

May 12-15: Atlantic States Marine Fisheries Commission (ASMFC) Meeting
(Alexandria, VA); ACCSP Coordinating Council Meeting; ACCSP issues
request for proposals
6 COMPLETE WEEKS

June 30: Initial proposals are due
4 DAYS

July 7: Initial proposals distributed to Operations and Advisory Committees
2 WEEKS

Weeks of July 21: Review of initial proposals for Operations and Advisory Committees
(WebEx)
2 WEEKS

August 11: Feedback submitted to PIs
3 WEEKS

September 1: Revised proposals due
1 WEEK

September 8: Revised proposals distributed to Operations and Advisory Committees
3 FULL WEEKS AND THEN MEETING

October 1-2: Annual Advisors and Operations Committee Joint Meeting (*in-person*;
location TBD)
3 FULL WEEKS AND THEN MEETING

October 27-30: ASMFC Annual Meeting (Mystic, CT); ACCSP Coordinating Council
Meeting

(Also to factor in)

*Week of September 15: Preliminary ranking exercise for Advisors (Usually at least a week after
proposals go out to them)*

Week of September 22: FY2013 Proposal Review Webinar – Maintenance and New