Vision: Sustainably Managing Atlantic Coastal Fisheries

MEMORANDUM
March 12, 2015

TO: Commissioners; Proxies; American Lobster Management Board; Atlantic Coastal Cooperative Statistics Program (ACCSP) Coordinating Council; ACCSP Executive Committee; Atlantic Herring Section; Atlantic Menhaden Management Board; Atlantic Striped Bass Management Board; Executive Committee; ISFMP Policy Board; Law Enforcement Committee; Shad and River Herring Management Board

FROM: Robert E. Beal  
Executive Director

RE: Spring Meeting: May 4-7, 2015 (TA # 15-048)

The Atlantic States Marine Fisheries Commission’s Spring Meeting will be May 4-7, 2015 at The Westin Alexandria. A brief, preliminary agenda and directions to the hotel are included with this memorandum. The hotel directions will provide transportation options. Please note the preliminary agenda is subject to change. Materials will be available on April 24, 2015 on the Commission website at http://www.asmfc.org/home/2015-spring-meeting. Briefing CDs will be sent by request only.

A block of rooms is being held at The Westin Alexandria, 400 Courthouse Square, Alexandria, VA 22314. Cindy Robertson will make Commissioner/Proxy reservations and will contact you regarding the details of your accommodations. Please notify Cindy of any changes to your travel plans that will impact your hotel reservations, otherwise you will incur no-show penalties. We greatly appreciate your cooperation.

For all other attendees, please call The Westin Alexandria at 886.837.4210 or 703.253.8600 as soon as possible and specifically mention the Atlantic States Marine Fisheries Commission to obtain the group room rate of $224.00 plus tax single/dbl.

Please be aware that you must guarantee your room reservation with a major credit card or one night’s advance payment. Hotel reservations must be made before March 31, 2015. Room availability will not be guaranteed beyond this date. Please note cancellations at The Westin must be made prior to 72 hours of arrival to avoid penalty. If you have any problems at all regarding accommodations please contact Cindy at 703.842.0740 or crobertson@asmfc.org.

We look forward to seeing you at the Spring Meeting. If the staff or I can provide any further assistance to you, please call us at 703.842.0740.

cc: Interested Parties

Attachments:  
Draft Agenda  
The Westin Alexandria Directions  
TA#15-048 and Travel Reimbursement Guidelines
Public Comment Guidelines

With the intent of developing policies in the Commission’s procedures for public participation that result in a fair opportunity for public input, the ISFMP Policy Board has approved the following guidelines for use at management board meetings:

**For issues that are not on the agenda**, management boards will continue to provide opportunity to the public to bring matters of concern to the board’s attention at the start of each board meeting. Board chairs will use a speaker sign-up list in deciding how to allocate the available time on the agenda (typically 10 minutes) to the number of people who want to speak.

**For topics that are on the agenda**, but have not gone out for public comment, board chairs will provide limited opportunity for comment, taking into account the time allotted on the agenda for the topic. Chairs will have flexibility in deciding how to allocate comment opportunities; this could include hearing one comment in favor and one in opposition until the chair is satisfied further comment will not provide additional insight to the board.

**For agenda action items that have already gone out for public comment**, it is the Policy Board’s intent to end the occasional practice of allowing extensive and lengthy public comments. Currently, board chairs have the discretion to decide what public comment to allow in these circumstances.

In addition, the following timeline has been established for the **submission of written comment for issues for which the Commission has NOT established a specific public comment period** (i.e., in response to proposed management action).

1. Comments received 3 weeks prior to the start of a meeting week will be included in the briefing materials.
2. Comments received by 5:00 PM on the Tuesday immediately preceding the scheduled ASMFC Meeting (in this case, the Tuesday deadline will be April 28, 2015) will be distributed electronically to Commissioners/Board members prior to the meeting and a limited number of copies will be provided at the meeting.
3. Following the Tuesday, April 28, 2015 5:00 PM deadline, the commenter will be responsible for distributing the information to the management board prior to the board meeting or providing enough copies for the management board consideration at the meeting (a minimum of 50 copies).

The submitted comments must clearly indicate the commenter’s expectation from the ASMFC staff regarding distribution. As with other public comment, it will be accepted via mail, fax, and email.
Preliminary Agenda

The agenda is subject to change. Bulleted items represent the anticipated major issues to be discussed or acted upon at the meeting. The final agenda will include additional items and may revise the bulleted items provided below. The agenda reflects the current estimate of time required for scheduled Board meetings. The Commission may adjust this agenda in accordance with the actual duration of Board meetings. Interested parties should anticipate Boards starting earlier or later than indicated herein.

Monday, May 4, 2015

12:45 – 2:15 p.m. Atlantic Herring Section
- Review and Consider Approval of Draft Amendment 3 for Public Comment
- Review and Consider Approval of the 2014 FMP Review and State Compliance

2:30 – 5:00 p.m. American Lobster Management Board
- Consider Final Approval of Draft Addendum XXIV
- Review and Consider Approval of the Draft Jonah Crab Fishery Management Plan for Public Comment
- Review and Consider Approval of Nominations to the Jonah Crab Advisory Panel

Tuesday, May 5, 2015

8:30 – 11:30 a.m. Atlantic Menhaden Management Board
- Review Technical Committee Report on Biological Reference Points and Stock Projections
- Consider Approval of 2015 Fishery Specifications
- Discuss Next Steps for Management Based on Results of the Benchmark Assessment/ERP Term of Reference and the Technical Committee Report

11:45 a.m. – 1:45 p.m. Blank Rome Workshop
- Budget Status
- Magnuson-Stevens Act Reauthorization
- Horseshoe Crab Trawl Survey Funding
- Committee Membership Updates

1:00 – 5:00 p.m. Law Enforcement Committee (LEC)
- Review Draft Management Measures for Jonah Crab
- Review 2015 Action Plan Tasks
- Update LEC Representatives to Species Boards/Appoint Alternates
- Reports on Outside Law Enforcement Advisory Committee Activities (AFWA/NACLAC/Councils)

2:00 – 3:30 p.m. Atlantic Striped Bass Management Board
- Review Technical Committee Report on Progress of the Development of Reference Points for Chesapeake Bay, Hudson River, and Delaware Bay
- Update on State Implementation of Addendum IV
3:45 – 5:15 p.m.  NOAA Fisheries Marine Recreational Information Program (MRIP) Update
   • Progress Report on Changes and Improvements to MRIP

6:00 – 8:00 p.m.  Annual Awards of Excellence Reception

Wednesday, May 6, 2015

8:00 – 10:00 a.m.  Executive Committee
   • Review Suggested Changes to Commission Guidance Documents
   • Update on Staffing
   • Presentation of FY16 Budget
   • Review Revised on Language on Appeal Criteria
   • Update on 2015 Annual Meeting

8:30 a.m. – Noon  Law Enforcement Committee (continued)

10:00 a.m. – 12:30 p.m.  Interstate Fisheries Management Program (ISFMP) Policy Board
   • Update from Executive Committee
   • Review and Discuss 2014 Commissioner Survey Results
   • Review and Approve Stock Status Definition Revisions
   • Review and Discuss the Northeast Regional Ocean Council Spatial Characterization of Commercial Fisheries
   • Committee on Economics and Social Sciences Report
   • Assessment and Science Committee Report
   • Law Enforcement Committee Report

12:45 – 2:15 p.m.  Legislative and Governor’s Appointee Luncheon

12:45 – 2:15 p.m.  Atlantic Coastal Cooperative Statistics Program (ACCSP) Executive Committee
   • ACCSP Status Report (Program and Committee updates)
   • Independent Program Review Progress
   • APAIS Update
   • Governance Review Update

2:30 – 3:30 p.m.  Shad and River Herring Management Board
   • Review the River Herring Technical Working Group Conservation Plan
   • Update on Shad and River Herring Related Activities of the Mid-Atlantic and New England Fishery Management Councils (If Necessary)

3:45 – 5:15 p.m.  ACCSP Coordinating Council
   • ACCSP Status Report (Program and Committee Updates)
   • Independent Program Review Progress
   • Review and Consider Approval of 2015 Request for Proposals and Funding Decision Document ACTION
Thursday, May 7, 2015

8:30 – 10:30 a.m.  **Tautog Management Board**
- Review Technical Committee Report on Reference Point and Regional Stock Definitions
- Consider Initiation of an Addendum to respond to the 2015 Benchmark Stock Assessment and Peer Review

10:45 – 11:45 a.m.  **Summer Flounder, Scup and Black Sea Bass Management Board***

*This meeting is tentative pending a successful Mid-Atlantic Council SSC meeting the week of March 16th.

11:45 a.m. – Noon  **ISFMP Policy Board (If Necessary)**

Noon – 12:15 p.m.  **Business Session (If Necessary)**
AIRPORT TRANSPORTATION
The Westin Hotel is just minutes from Ronald Reagan National Airport (DCA), and within two hours of Dulles International Airport (IAD) and Baltimore Washington International Airport (BWI). Transportation options from each airport to The Westin Alexandria are shown below and numerous rental agencies are located in the airports.

Ronald Reagan National Airport (DCA)
- **Metrorail**: The blue and yellow metro lines will take you from the airport to a metro station within walking distance from our Alexandria hotel. Travel time is just about 20-25 minutes, and fees vary by time of day. For hours and more information, call 202.637.7000.

From Terminals B and C: Use either of two enclosed pedestrian bridges on the concourse level that connect directly to the Metrorail station.

From Terminal A: Exit the terminal to the street curb and board any “Airport Shuttle” bus. At the stops for Parking Garages B and C (bus shelter #3 and bus shelter #5) you will find an enclosed pedestrian bridge that connects to the Metrorail station.

From the Metrorail Station, take either the blue line toward Franconia-Springfield or the yellow line toward Huntington and get off at the King Street Metrorail station. The hotel is three blocks away.

- **SuperShuttle**: *(Reservations required from all locations)*: Arrange a shuttle to our Alexandria hotel for quick and easy transportation. Reservations are required and can be made by calling 800.258.3826. The cost for one passenger is $16 and $10 for each additional passenger.
- **Alexandria Yellow Cab**: Transportation by taxi to the hotel takes just about 15 minutes, is available 24 hours and costs approximately $15. Catch a cab at the airport or reserve one in advance by calling 703.549.2500.

Dulles International Airport (IAD)
- **SuperShuttle**: Shuttle to the Westin hotel is available 24 hours. Reservations: 800.258.3826. The cost is $35 for one passenger and $10 for each additional passenger. Travel time is approximately 1.5 hours.
- **Washington Flyer Taxi**: Transportation by taxi takes about 45 minutes, is available 24 hours and costs approximately $80. Reservations: 703.572.8294.

Baltimore Washington International Airport (BWI)
- **SuperShuttle**: Shuttle is available 24 hours. Reservations: 800.258.3826. Cost: $45 for one passenger and $12 for each additional passenger. Travel time to The Westin Alexandria is approximately 2 hours.
- **Taxi**: Transportation by taxi takes about two hours and is available 24 hours. Approximate cost $90.

PUBLIC TRANSPORTATION
- **Hotel Shuttle**: The complimentary Alexandria hotel shuttle operates within a 1.5 mile radius of the hotel and provides transportation to the King Street Metrorail station, the Alexandria Amtrak station and the shops, restaurants, and attractions in historic Old Town. The shuttle is available daily from 7:00 AM – 10:00 PM. For more information, call The Westin Alexandria at 703.253.8600.

- **The King Street Trolley**: The city of Alexandria offers a free trolley along King Street from the King Street Metrorail station to the waterfront. The trolley runs daily from 11:30 AM – 10:00 PM every 20 minutes.

- **Potomac Riverboat Company Water Taxi**: The water taxi is a unique way to travel to the National Harbor, Georgetown, and Mount Vernon from the hotel. Water taxis depart from the Alexandria waterfront at the end of King Street. Hours vary by season and fees range from $8 to $16 each way. Call 703.684.0580 for more information.

- **Metrorail**: The King Street Metrorail station is located just 3 blocks from our Alexandria hotel and provides easy access to Washington D.C. and the surrounding area. Fares are based on travel distance and vary by day. For more information, call 202.637.7000.

**Metro Hours:**
- Monday – Thursday: 5:00 AM – 12:00 AM
- Friday: 5:00 AM – 3:00 AM
- Saturday: 7:00 AM – 3:00 AM
- Sunday: 7:00 AM – 12:00 AM
Atlantic States Marine Fisheries Commission
1050 N. Highland Street. Suite 200A-N. Arlington, VA 22201
703.842.0740 703.842.0741(fax) www.asmfc.org

Vision: Sustainably Managing Atlantic Coastal Fisheries

TRAVEL AUTHORIZATION

TA Number: 15-048  Charge To: 0196000ESPR  Authorized By: Lauren Leach

Meeting Name: ASMFC Spring Meeting 2015
Meeting Date(s): 05/05/2015 - 05/07/2015
Location: Alexandria, Virginia
Hotel Details: The Westin Alexandria 400 Courthouse Square, Alexandria, VA 22314 for reservations call 886.837.4210 or 703.253.8600 Identify ASMFC to receive discounted rate
Cutoff Date: 03/31/15
Per Diem: Hotel: $224 sgl/dbl  Meals: $66 ($12/$18/$36)
Mileage Rate: $0.575/mile; transportation expenses over $500 must be pre-approved by Laura Leach, Pat Campfield or Toni Kerns
Airport Transportation: The Westin Alexandria complimentary shuttle operates daily 7:00am - 10:00pm and provides transportation within a 1.5mi. radius of the hotel, including the King Street Metro Station. Refer to the hotel directions sheet for additional transportation options
Local Transportation: The hotel is located 3 blocks from the King Street Metro.
Parking: Valet parking only at $26/day
Basic Guidelines(*): If the distance from your office to the meeting site is under 35 miles, ASMFC will not reimburse hotel, mileage or per diem but may reimburse any miscellaneous expenses that would not normally occur during a work day (i.e., parking, tolls). You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to be at all meetings; all others are eligible for reimbursement for meetings of boards/committees of which they are a member. ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business. Complete ASMFC Travel Reimbursement Guidelines can be found at http://www.asmfc.org/files/meetings/travelreimbursementguidelines_jan2015.pdf
Reimbursement: You must submit an ASMFC travel voucher with receipts within 30 days of the final day of travel http://www.asmfc.org/files/meetings/asmfcerelectronictravelvoucher_jan2015.xlsx. Electronic travel vouchers and scanned receipts are preferred and should be sent to accounting@asmfc.org. Vouchers and receipts will also be accepted via snail mail if emailing is not an option.

Authorized Travelers:
Abbott, Dennis  Addison, Nancy  Adler, William
Alexander, Mark  Allen, Russ  Altman, Thad
Andrzeczak, Robert  Anthony, Steve  Armstrong, Mike
Arway, John  Ballou, Bob  Baum, Tom
Beal, Robert  Bellavance, Rick  Blanchard, Kurt
Borden, David  Boyle, Philip  Boyles, Robert
Brust, Jeff  Burns, Jon  Carson, William
Bull, John  Chanda, David  Clark, John
Cary, Jocelyn  Cornish, Jon  Cromer, Ronnie
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Following are guidelines for use when traveling on Atlantic States Marine Fisheries Commission business. If, after reading these guidelines, you have questions that remain unanswered, please call Laura Leach at the Commission (703)842-0740.

When you receive a travel authorization from the Commission, it will list your name as eligible for reimbursement. It is your responsibility to make your travel arrangements, based on meetings that you are required to attend. For example, if the Commission is meeting in Maine, you live in Georgia, and your meeting begins at 10:00 a.m., you will need to arrive the day before. You will probably need to stay over the night of your meeting, if it ends at 5:00 p.m. or later. If, however, you have a meeting that lasts 4 hours on one day but you stay at the meeting all week, you will not be reimbursed for expenses that are incurred outside of your meeting.

The basic guidelines for travel are outlined at the top of the travel voucher. Additional details:

- **“Per Diem”** varies by location of the meeting, and will be listed on each travel authorization.
- **“Transportation Fares”** covers airfare, train, bus or rental car; rental cars must be specifically authorized by ASMFC. Please try to find a reasonable airfare by researching different airports and airlines. For example, when flying to Washington, DC from many cities (especially those with Southwest Airlines) it’s more cost effective to fly to Baltimore/Washington Airport (BWI) and take the train/subway to the hotel. **NOTE: Transportation fares over $500 must be pre-approved by Laura Leach, Toni Kerns or Pat Campfield.**
- **“Mileage”** is currently .575 cents per mile (effective 1/1/15). You may claim mileage when using your privately owned vehicle as transportation to and from the meeting; as well as to and from your departure terminal.
- **“Other Expenses”** covers tips or other expenses not specifically listed.

Please note that all expenses must be itemized separately on the travel form which can be found at http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan2015.xlsx Original receipts plus one copy of each receipt must be provided for all expenses claimed, except for meals. Your airline itinerary is not an acceptable receipt; you must submit the “passenger receipt” from the actual ticket. For electronic tickets (e-tickets), we will accept a copy of your confirmation; or simply your boarding passes if you only have a confirmation number. Receipts for all tolls, cabs, and parking must be submitted in order to receive reimbursement for those charges. Any toll, cab, or parking charges lacking a receipt will be disallowed. EZ Pass statements will be accepted as a valid receipt for tolls.

If you make your hotel reservation after the cutoff date and cannot get our negotiated rate, the Commission cannot pay the higher rate that the hotel will charge, unless there are mitigating circumstances such as a request issued by ASMFC, after the cut-off date, to attend the meeting.

If you attend a meeting that is within 35 miles of your office, you will not be reimbursed for mileage or meals; however, you will be reimbursed for parking, tolls, or other expenses that you would not normally incur on a regular work day.

Your voucher must be submitted within thirty days of the last day of the meeting. Please attach original receipts when submitting by standard mail (attn: Laura Leach); if forwarding electronically, please scan and include as an attachment and email, along with electronic voucher, to accounting@asmfc.org. Copies are acceptable if submitting by fax (attn: Laura Leach).

Revised January 3, 2015