

Pribilof Collaborative Steering Committee Meeting
January 13, 2004: 12:00 pm teleconference
Agenda and meeting summary

Agenda:

1. Review of draft Budget and Funding Strategy
2. Jan 15-16 meeting agenda review
3. Check in on problem statements
4. Stevens letter

Present: Evie Witten, Denise Woods, Debbie Lestenkof, Phil Zavadil, Greg McGlashan, Max Malavansky Jr., Andrew Malavansky, Anthony B. Mercurief, Meg King, Larry Cotter, Heather McCarty

Summary:

1. Review of draft Budget and Funding Strategy
 - Steering Committee reviewed draft budget and made suggestions, including the following:
 - Line item for Facilitation under Steering Committee support to be stricken (redundant with line item for Facilitation under Stakeholder meetings).
 - Salary for Facilitation to be modified from \$60,000/year to approx. \$37,500/year.
 - Meg will communicate with Evie to finalize number.
 - Line item for Administrative support under Stakeholder meetings to be stricken and the allotted \$10,000/year to be added to line item for Salary & Fringe under Overall Administrative Support.
 - Budget note specifying 18 travellers for Stakeholder travel to be omitted (gives false impression that travel funds will be used only for the 18 Privilovian stakeholders).
 - Suggestion to form a budget subcommittee by the end of the Jan 15-16 meeting.
 - Printing costs will likely be higher than reflected in the current budget draft.
 - Evie will make changes to draft budget and expand on budget notes to explain costs.
 - Evie will email revisions to Larry for inclusion in letter to Rasmuson Foundation. Revised draft will also be distributed in the Jan15-16 meeting notebook.
 - Fundraising Strategy:
 - Decision for need to include estimated cost of staff resources contributed by Steering Committee members/ their organization.
 - Denise will write a template for these estimated costs (i.e. travel to meetings, per diem, weekly planning/steering committee meetings, work product) and forward it to Steering Committee by Monday Jan 19.

- Please fill in template and return to Evie before next Wednesday's meeting (Jan 21).
 - Additions to list for future funding requests: NOAA, NSF, APA. The "amount to be requested" will be left blank for organizations for whom this is unknown (MCA, ACF, TDX, CBSFA, APIRT, NOAA, NSF, APA).
 - Draft of Fundraising Strategy will be included in Jan 15-16 notebook.
2. Jan 15-16 meeting agenda review
- Proposal to shift some of the talks from Thursday to Friday morning to allow more time for each talk and for questions & answers.
 - Timekeeping: Karen Holser will hold colored cards to aid Meg in keeping each speaker's talk limited to the allotted time (2-minute warning, 1-minute warning, end). Meg will stand and approach speakers as their time runs out.
3. Check on problem statements
- Revised problem statements will be included in Jan 15-16 meeting notebook.
 - The unaltered original statements from Debbie, Greg, and Anthony will also be included in the notebook.