

Pribilof Islands Ecosystem Stakeholder Process Organizing Committee  
July 9, 2003, 9 am teleconference  
**Agenda and meeting summary**

**Agenda:**

1. Report from Joe re: CBSFA interest in working on organizing committee; resolve committee membership issue.
2. Decide date and location for preliminary design meeting
3. Discuss agenda items for preliminary design meeting
4. Discuss developing a “strawman” document that addresses the potential scope of issues to be addressed during the Collaborative process for use at the preliminary design meeting.
5. Formulate plan for providing advanced notice to stakeholders of the preliminary design meeting
6. Formulate plan for requesting funding for preliminary design meeting
7. Discuss follow-up to Seattle meeting (approve summary, post & distribute summary)

**Meeting Summary:**

Present: Randy, Larry, Joe, Debbie, Evie, Margaret, Meg King

1. Joe reported that he spoke with Heather and that she indicated she is interested in joining the organizing committee.
  - Evie will contact Heather to confirm her participation and arrange to send her briefing documents
  - Joe will then officially step down, but plans to remain active in planning for the Collaborative process.
2. The committee agreed to host the meeting August 27 and 28, with a full day on the 27<sup>th</sup> and a half-day on the 28<sup>th</sup>.
  - Evie will contact the BP Energy Center about reserving space.
3. The committee discussed the agenda for the preliminary design meeting, and agreed to the agenda items spelled out in Meg King’s Scope of Work:

Develop agenda to achieve the following outcomes\*:

- Assessment of Situation: Explore the value of using a collaborative process
- Develop *Principles of Collaboration* that the group prefers to use
- Identify a Timeline/timeframe for the collaborative to be completed
- Identify recommendations for stakeholder participants to meet and communicate
- Identify recommendations for broader participation by interested others (public)
- Identify communication activities to develop a process plan beyond the late-August meeting
- Create a brainstormed list of issues that the collaborative might address
- Decision from the meeting participants on whether to move the Collaborative forward and to continue the Process Design.
- If decision is to move forward, identify next steps to obtain funds for the effort.

\*Note: As the meeting preparations move forward, the Organizing Committee may determine that some of these outcomes may not meet the needs, may be too ambitious, or may be premature, and the preferred outcomes will then need to change.

4. Larry reminded the committee that he had volunteered to draft a “strawman” document that addresses the potential scope of issues to be addressed during the Collaborative process.
  - The committee discussed and agreed that the document will be based on/cover the concerns and issues listed by participants at the Nov. 2002 meeting and contained in that meeting summary.
  - Larry suggested that in light of the interest she expressed at the May 29 meeting in Seattle, that we ask Heather McCarty at the next meeting (7/16) if she wishes to work with Larry to develop the “strawman” document. The committee agreed.
5. Evie volunteered to send a brief message to the stakeholder distribution list requesting people note and reserve the date of the meeting. Evie will send a copy of the distribution list to all committee members, and committee members will review it and send Evie notice of any names not on the list that should be.
6. The committee agreed to draft a letter to WWF, TNC, MCA, CBSFA, APICDA and NMFS requesting \$2,500 from each organization to help fund the preliminary design meeting. Evie will draft a letter and distribute it to committee members for review.
7. Joe stated he had minor edits (e.g., name spellings, a few clarifications) for the Seattle meeting summary. He will contact Evie with the edits, and Evie will forward the summary along with a thank you note to Ron Clarke for distribution to MCA members.