

**SAMAB**  
**Executive Committee Quarterly Meeting**  
**February 10, 2014**

**Members Present:** Judy Francis, Rick Durbrow, Neil Giffen, Gary Peeples, Monica Schwalbach, Jeff Troutman, Carlton Murray, Adam DeWitte, Susan Schexnayder

**Meeting Lead:** Rick Durbrow

**Next Meeting:** May 22, 2014 in Asheville

| ITEM                               | DISCUSSION  | Action, Contact(s) & Date  |
|------------------------------------|---|--|
| Roll Call and Agency Update        | <p>Rick – Region 4 has a new Regional Administrator (Heather McTeer Toney). EPA HQs has established seven themes – see attached – many of them align with the direction SAMAB is moving. Specifically, Making a visible difference in communities, addressing climate change, launching a new area of state/tribal/local partnerships, and working toward a sustainable future. In addition, EPA has been working closely with the South Atlantic Landscape Conservation Cooperative to support the development of a Blueprint vision of a protected landscape.</p> <p>Judy – Organizational Changes/Forest Management Revisions</p> <p>Gary – Recovery of Federally Listed Species/Conserve At-Risk Species/Establishment of Mountain Bog NWR</p> <p>Neil – Forest Management Plan/Site Master Plan/Bat Research/Sustainable Landscaping</p> <p>Jeff – Acting Superintendent/Hog Control/Bat Monitoring/Deer Management/Air Quality/Climate Change/Invasives/Call to Action: <a href="http://www.nps.gov/calltoaction">www.nps.gov/calltoaction</a> on Direction from Washington office</p> <p>Monica – Water research/Hardwoods/Drought/Connection of partners</p> <p>Carlton – Pisgah Field School project/Pisgah Mobile App.</p>  | <p>- Rick will send out information on body of work for meeting notes</p> <p>All attendees should add additional comment to this section. This is an important element of SAMAB that needs to be enhanced. This will also help with any potential grant development in the future as we look to integrate SAMAB Cooperative member agency priorities.</p>  |
| Financial Report                   | Finance update not completed. No significant updates from previous financial statement minus CFAIA fee and interest.  | Crystal will send out ASAP for review and questions  |
| Discussion and Approval of Minutes | Terry turned in minutes from previous quarterly meeting in December. Judy would like to have a list of attendees at the top. Need more time for review of documents before quarterly meetings. No vote for approval of minutes.   | Adam will use new minutes format. Final draft version by 2/20/14 – Each member should add more input based on what they heard during the meeting.  |
| Action Item Discussion             | <p>Three areas to look at – Biosphere Reserves, communications outreach, decision support for local organizations. (Neil) No updates from Biosphere Reserve development. Website review (Gary) – content management makes information sharing easier but make sure it’s worth while for the money and recommend to put off the decision for six months. Rick agrees in the decision to wait. Adam can make simple changes/updates to the website, but we could contract out bigger projects with Steffi Rausch. Rick would like links to resources for stakeholders.</p> <p>Susan suggests we think about this in the context of an outreach campaign. Administrative Agreement (Rick) – minimal changes in actual agreement. New annual program of work each year. Contract for two years, termination clause of 30 days. Carlton agrees that the agreement looks fine. Next phase to turn over to Foundation. Program of work (Rick) – Went through POW line by line (see Administrative Agreement for details). Edits and comments are welcome. Adam commented about the 40-person Executive list and if we want to take some members off. Per Rick, after a year of compiling accomplishments, we’ll do an outreach to member agencies to establish involvement. Carlton asked if an audit was performed last year. Susan said we reviewed financials only. An audit is preferred in seeking grant funding according to Carlton. Susan noted that SAMAB</p> | <p>-Gary will reach out to Pat for discussion. Group will wait on a decision to overhaul the website. Adam will create links to content as needed</p> <p>-Susan will take the agreement to the Foundation as quickly as possible.</p> <p>- Adam to send out request to update contact information for Executive list.</p> <p>-Carlton/Adam will work with SAMAB and grant writer to seek opportunities for fund seeking.</p> |

| ITEM                             | DISCUSSION   | ACTION  |
|----------------------------------|--|---|
|                                  | <p>has not been seeking grants so it hasn't been feasible to spend 3K a year to do an audit. The IA has a grant writer that could be a potential fund seeker. Adam suggested to change "presenting SAMAB" material to "facilitate" workshops to targeted audiences. The Pisgah Field School is a potential vehicle for SAMAB to use for initiatives in the future. Judy recognized that the amount of the agreement was reflected by conducting work for a conference. No issues with the POW. Is the 26k sustainable? Carlton and Adam signed off so the Executive group could discuss the annual fee. The executive committee discussed the loss of conference work under the current POW versus previous workload. It was agreed that 20,000 should be incorporated as the amount of compensation for the annual POW. The executive committee also felt that language should be included in the agreement to allow for added funding based on workshops, conferences, or added educational projects to the work load. Next meeting is scheduled for May 19<sup>th</sup> for the SAMAB Executive Committee meeting. This will be a face to face meeting in a location to be determined, but preferably near Asheville.</p> | <p>Rick will have a meeting with IA to discuss funding available for 2014 annual POW and incorporate any changes into the documents being prepared for signature between the SAMAB Foundation and IA.</p> |
| Website Review                   | <p>See "action item discussion". Group decided to wait on a final decision pertaining to the website and how much money will be spent on reformatting.</p>   |   |
| Administration Agreement Review  | <p>Everyone fine with the POW. Group would like to go down to 20k with the understanding that conference planning is no longer a factor in the POW. Discussion with Rick, Carlton and Adam on the new POW offline.</p>   | <p>Carlton and Adam not involved with that discussion, but was noted that everyone was in agreement to continue the partnership.</p>  |
| POW Review                       | <p>See above section entitled "action item discussion".</p>  |   |
| Other Business                   | <p>The AppLCC workshop is being pushed back to later in the year. A meeting with their steering committee will be held on May 20-21 in Blacksburg, VA. During this meeting, SAMAB will present the Vitality Index approach to local decision support development and the steering committee will identify two to four potential targeted audiences to integrate socio-economic aspects into landscape conservation efforts.</p>  |   |
| Extended Comments from the Group | <p>Some discussion on possibly having another meeting before the LCC meeting and face to face with the SAMAB group before May.</p>   |   |