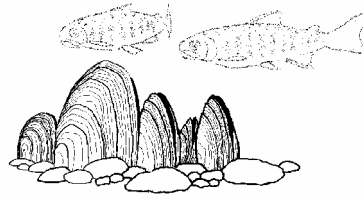


## Pacific Northwest Native Freshwater Mussel Workgroup



August 10, 2004

*Minutes*

Attendees were as follows: Jen Stone, Al Smith, Kevin Aitkin, and Ethan Nedeau, all on conference call.

Purpose: The purpose of this conference call was to discuss the logistics of developing the Mussel Field Guide with the members of the Workgroup most active in the planning process, and with the contractor (BioDRAWiversity).

Funding Details: The total budget for the field guide, which includes printing costs, is \$10,000. Currently, the Water Tenders have allocated \$5000 of their budget to this endeavor. The U. S. Fish and Wildlife Service is attempting to enter into a cooperative agreement with the Water Tenders to provide them with the remaining \$5000. If this agreement is successful, Ethan will be paid entirely by the Water Tenders. If the agreement is not successful, the U. S. Fish and Wildlife Service will enter into a contractual/procurement process with Ethan and funds will be passed directly from the Service to him. Ethan has already requested his DUNS and CCR numbers to make this possible. Ethan will be paid \$5000 at the beginning of the contract, and the remaining \$5000 upon delivery of the final product.

Copyright Issues: The Workgroup, or the owner of the copyright (yet to be decided), would like to have the ability to reprint this field guide at will without paying BioDRAWiversity any additional copyright fees. Ethan mentioned that only his illustrations/photos will be copyrighted to allow him the right to use them for other purposes. Reprints will be allowed without having to contact Ethan. We would also like to be able to put the .pdf on our website.

Printing: Originally, the Workgroup intended to pay \$5000 to produce approximately 8 thousand copies. Jen asked if it would be possible to print the field guide on rite-n-the-rain paper, or some type of similar water-proof paper, with the understanding that fewer copies would be made due to the increased cost. Kevin will provide Ethan with information about the paper-type and Ethan will work with his printer on determining how many copies can be purchased for \$5000. Once this estimate is received, the Workgroup will decide what type of paper to use. The Workgroup will pay the printer directly. Printing typically takes 3 weeks.

Trip Out: Jen confirmed with Ethan that it would not be necessary to have Ethan fly out here for any of the photo collection/writing activities necessary for completion of the field guide.

Review Process: Al asked Ethan if it would be necessary to include language detailing the review process in the contract. Ethan stated that the contract would state that all deliverables

will be reviewed. Most likely, the review process will take place incrementally to ensure product satisfaction.

Information Submission: AI will be submitting all photos, shells, and information directly to Ethan within 2 months after the start of the contract.

Final Due Date: The Workgroup would like this product finished and printed by the time of the 2005 Symposium, which will take place spring/summer of 2005. Ethan will begin starting on the project by early October, with an expected date of delivery in March 2005.

Content: The field guide will be similar in length/size to the Connecticut Guide. The field guide will include approximately 9 species and 1 one color-variant. These are the California floater, the winged floater, the Oregon floater, the western floater, the western pearlshell, the western ridged mussel, the Yukon floater, the Asian clam, and the zebra mussel. The color variant is of the western pearlshell. Shell shots, underwater shots, and habitat shots will be included for all species. The Workgroup would like Ethan to use language regarding lifecycle descriptions, reasons for decline and importance to the aquatic ecosystem (as in the other field guides he produced) with corrections for regional differences. The Workgroup still needs to decide whether this will be a field guide for Pacific drainages, or the Pacific Northwest (with application to Pacific drainages). Additionally, they need to decide whether to include range/distribution maps, and in what format. If maps are going to be used, a quality base-map must be provided to Ethan.

Photo Quality: Ethan would prefer digital photos with a resolution of 300 dpi (these should be around 9mb when downloaded). Slides are preferred secondly, with \$25 allotted for scanning. Negatives are less preferred and prints are unusable.

Summary: Jen and Kevin will coordinate with Ethan on funding issues. AI will be the point of contact for project development. The Workgroup will meet on August 23<sup>rd</sup> to finalize our request (regional scale, range maps, etc) and AI will contact Ethan to begin working on the contract.

Meeting Adjourned