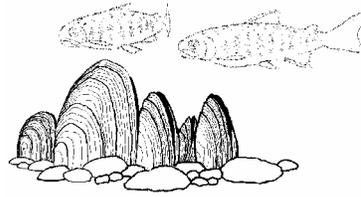


Pacific Northwest Native Freshwater Mussel Workgroup



December 15, 2004

DRAFT Minutes

Attendees were as follows: Jen Stone, Al Smith, Rob Plotnikoff, Molly Hallock, and Nancy Duncan, all on conference call.

The purpose of this conference call was for the Symposium team to begin planning the 2005 Symposium

Keynote and Convener travel: Members of the Workgroup will not be reimbursed for travel expenses or for time. Mini-session conveners will be reimbursed up to 1000\$ for travel, including 42\$ per day for per diem, hotel stay, rental car, and airfare. Hotel will likely cost 75\$ per night. The Workgroup will pay for two nights in a motel and three days of per diem. Reimbursements will be made upon the Water Tender's receipt of receipts. The individual is responsible for finding a replacement if cancellation is necessary. Jen Stone will confirm this reimbursement arrangement with Water Tenders. Water Tenders will be considered as a Symposium Sponsor for taking on this responsibility.

Keynote Speaker: Rob Plotnikoff asked Lee Hastie, a mussel expert from Scotland, if he would be willing to give the keynote address at the 2005 Symposium. Lee agreed to do so and is currently checking to make sure the cost of travel does not exceed the 3000\$ allotted to him. He will be back in touch with Rob soon. His presentation will be an hour long and will focus on the European perspective concerning freshwater mussel conservation. Rob will be Lee's "host", will transport him to and from the airport/hotel/college and any field trips that are arranged. He will also be in charge of making sure Lee's travel reservations are on track and any other logistics concerning Lee. Possible field trips could include Chehalis River and Bear Creek.

Mini-Sessions: Jen polled the Workgroup list-serve (200+ people) and the following 3 sessions ranked high: 1. Mussel Techniques (aging, preservation, local ID, etc); 2. Experimental Design (what questions to address, how to design a study, what methods to use, etc), and 3. Education and Outreach combined with mussel function. *Mussel Techniques:* Jen will be responsible for organizing this session. Al Smith will cover local ID and Jen will try to find someone who can cover the rest. Nancy Duncan will encourage Terry Frest to attend this session. *Experimental Design:* Al will be responsible for this session and will ask Ethan Nedeau from Massachusetts if he would be interested in convening this session. *Education, Outreach, and Mussel Function:* Nancy Duncan will be responsible for this session. She will confirm Jeanette Howard's (U. of California) offer to lead the "function" discussion and will track down the Freshwater Mollusk Conservation Society's Education and Outreach person as an option for the Outreach part of the session.

Arrangements: Molly will be in charge of making the arrangements with Evergreen State College, ensuring proper signage, etc. She will ask what is the earliest time we can enter the building and get set-up.

Poster Session: Molly will ask John Fleckenstein if he would be willing to chair the poster session. The duties include: receiving and organizing abstracts, communicating with presenters, setting up poster boards, and other related logistics.

Final Summation: Rob offered to ask John Fleckenstein to co-present this 30 minute talk. If John accepts, they will be responsible for proper content and scope.

Timing of Events:

First General Announcement (web-based registration)	January 15 th , 2005
Convener Confirmation	March 15 th , 2005
Full-blown Advertisement	April 1 st , 2005
Registration/Poster Abstract	May 15 th , 2005
Symposium	June 15 th , 2005

Miscellaneous: Jen will put together an evaluation form and take care of all the necessary information for registration. Molly will find an electronic version of the map to Evergreen State College.

Next Meeting: February 1, 2005 1-2pm. Jen will arrange the conference call and will send out reminder.

Adjourn

Attachments:

INCOMING FUNDS	
Contributors:	
	Amount
Western Washington Office	5000
Columbia River Office	2500
Plum Creek Timber	500
Total	8000

OUTGOING FUNDS

Item	Number	Cost	Total	Comment
Room Rental			300	2 breakout 1 seminar
Misc Expenses			100	Microphone
Keynote Speaker Travel	1	2800	2800	
Honorium		200	200	
Workshop Convener Travel	3	1000	3000	
Workshop Convener Prep	24	50	1200	8 hours each, 50\$ hour
Morning Coffee Break	80	2.5	200	during registration
Afternoon Coffee Break	80	2.5	200	with poster session
Total			8000	

Possible Agenda:

Start	Stop	Event	Duration
8:30	9:00	Registration/Coffee	0:30
9:00	10:00	Keynote Address	1:00
10:00	10:15	Break	0:15
10:15	11:45	Workshop (3 concurrent)	1:30
11:45	12:45	Lunch	1:00
12:45	2:15	Workshop (3 concurrent)	1:30
2:15	3:00	Poster Session/Coffee	0:45
3:00	4:30	Workshop (3 concurrent)	1:30
4:30	5:00	Summation	0:30