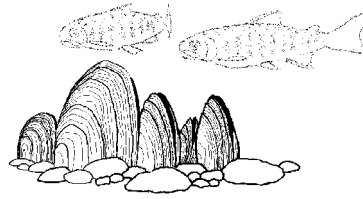


Pacific Northwest Native Freshwater Mussel Workgroup



April 4, 2005
Minutes

Attendees were as follows: Jen Stone, Al Smith, John Fleckenstein, Christina Luzier, Donna Allard, Molly Hallock, and Nancy Duncan—all on conference call.

Purpose: The purpose of this conference call was to discuss the 2005 Symposium, and consisted of those members of the Planning Team.

Update on Session Conveners: Jen Stone (and Christina Luzier in her absence) will be responsible for Mark Hove. Mark will be giving the session on Mussel Techniques. He has made his plane, car, and hotel reservations and will submit receipts when he is ready for reimbursement. He is currently working on his course content. Cynthia Tait will be going over the Local ID, and has been in contact with Mark. Nancy Duncan has a pile of *M. falcata* shells that can be used during the aging portion of this presentation...Jen will make sure Mark knows this. Al Smith is responsible for David Smith. David will be giving the session on Sampling Design. Al has provided him with the information necessary for him to begin making reservations. Nancy Duncan is responsible for Kurt Welke and Jeanette Howard. She has provided them each with their respective phone numbers. Molly will ask Rob to email us an update of the arrangements made for Lee Hastie, the Keynote Speaker.

People in charge of conveners are also responsible for introducing them, providing them with a laptop, projector, etc. Workgroup members should be sending out Symposium announcements (poster) to folks that might attend. Jen will send a follow-up announcement out to the list-serve during the **first week of May** to remind potential attendees of the registration deadlines.

Poster Session: John Fleckenstein is responsible for the poster session and so far has not received any abstracts. As a reminder, Oregon AFS has donated 3 poster boards for our use. They are currently stored in her office and will have to be transported to the event.

Registration: Donna Allard has been responsible for the online registration. So far we have approximately 56 people registered. We are allowing 90 to attend, and will keep track of a wait list. Reminder: Workgroup members should NOT register for the meeting. We need to discuss at some point how many people we will actually notify...as some will probably not show up because it is a free event (i.e., might allow 95 to register).

Arrangements: Molly is responsible for the arrangements. We have budgeted 375\$ for room reservations (2 breakout rooms and a seminar room) and a microphone in the seminar room. They still are not sure whether there will be one or two cafeterias open. Molly will check

to see if they will allow her to come in the day before to set up the mussel tank and will check on ordering two coffee breaks (budgeted for 200\$ each). Molly needs to get in touch with the Water Tenders to see if they will write WDFW a promissory note (since WDFW is getting the discount on the meeting room). The map to Evergreen is on the webpage and Jen will post a list of hotels, as well.

Budget:

OUTGOING FUNDS				
Item	Number	Cost	Total	Comment
Room Rental			275	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				8 hours each, 50\$
Prep	24	50	1200	hour
Morning Coffee Break	80	2.5	200	during registration
Afternoon Coffee Break	80	2.5	200	with poster session
Total			7975	

Adjourn