

RESOLVE

Results Through Consensus

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February 11, 2003

MEMORANDUM

TO: NMFS Willamette/Lower Columbia River TRT Members
FROM: Paul De Morgan, RESOLVE and Paul McElhany, NMFS
SUBJECT: Brief Action Items from the February 6-7 TRT Meeting

Thank you for your participation and efforts at the NMFS Willamette/Lower Columbia River Technical Recovery Team meeting held on February 6-7, 2003. Given the time constraints we are under, this memo includes only a list of the agreed-upon the action items from the meeting. Please review this carefully. A brief summary of items discussed during the meeting will be distributed later this week. Please feel free to contact either of us with any questions, concerns, or additional next steps.

Action Items – Revising Document/ Setting Stage for Next Meeting	Who	When
1. Meet with ODFW staff to discuss comments on the Viability document.	Paul McElhany and Dan Rawding	Monday, February 10
2. Submit written comments on the Viability document.	All TRT members	Friday, February 14
3. Draft revised attribute integration section.	Jim Myers (lead) with Selina Heppell and Tim Whitesel	Wednesday, February 19
4. Draft revised Growth and Abundance Criteria section.	Paul McElhany (lead) with Craig Busack and Dan Rawding	Wednesday, February 19
5. Draft revised Habitat section (including scale system).	Paul McElhany	Wednesday, February 19
6. Draft revision to ESU-level criteria section.	Craig Busack	Wednesday, February 19
7. Develop scale system for Spatial Structure section.	Craig Busack	Wednesday, February 19
8. Draft scale system for Diversity section.	Jim Myers	Wednesday, February 19
9. Edit/finalize scale system for JOM section.	Selina Heppell	Wednesday, February 19

10. Develop tentative agenda and send out logistics for February 24-25 TRT meeting.	Paul De Morgan and Paul McElhany	Wednesday, February 19
11. Incorporate comments and changes into a revised version of the document (redline/strikeout) and distribute to all members.	Paul McElhany, JJ Westfall, and Paul De Morgan	Friday, February 21
12. Review all written comments on the Viability document.	All TRT members	Prior to Monday, February 24
13. Investigate process for publishing a NOAA Tech Memo.	Patty Dornbusch and Paul McElhany	Prior to February 24
Action Item – Case Study	Who	When
14. Develop outline for case study, refine product list, and confirm goal statement; then share for comment.	Paul McElhany, Ashley Steel, Cleve Steward	Prior to the March/April meeting.
Action Item – Miscellaneous	Who	When
15. Circulate Status Review documents.	Paul McElhany	ASAP
16. Develop proposed TRT workplan for future meetings.	Paul McElhany, Patty Dornbusch, Paul De Morgan	Prior to the March/April meeting.

TRT Members in Attendance:

- Tom Backman (for part of second day)
- Craig Busack
- Selina Heppell (for first day and by phone part of the second)
- Steve Kolmes (for part of second day)
- Paul McElhany
- Jim Myers
- Dan Rawding
- Ashley Steel (by phone for portion of second day)
- Cleve Steward
- Tim Whitesel

Others in Attendance:

- Paul De Morgan, RESOLVE
- Patty Dornbusch, NOAA (for first day)
- J.J. Westfall, NOAA