

**NFGEL STEERING COMMITTEE**  
**Conference Call Notes**  
**Wednesday, February 5, 2014, 10-11am pacific**

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**Attendees:** Kara Chadwick (committee chair)  
Gary Man  
Larry Stritch  
Tom Blush  
Dave Levinson  
Valerie Hipkins  
Barbara Crane  
Randy Johnson

**Agenda:**

1. Introduce new committee member David Levinson (replacing Dave Merritt); farewell to Kara Chadwick.
2. Discuss draft revised Charter
3. Finalize the role of the Committee (workplan for the year)
4. Finalize quarterly meeting schedule
5. Finalize the location and date of the physical Steering Committee meeting
6. Determine time of next call

**Action Items from Prior Call:**

**ACTION ITEM** – each member should ensure that they can access both the NFGEL website and sharepoint site. Contact Valerie for assistance if you are experiencing any problems. COMPLETE

**ACTION ITEM** – Review the draft charter (located on the sharepoint site) before the next Conference call the first week of February 2014. FURTHER REVIEW OF THE CHARTER IS NEEDED BY SOME COMMITTEE MEMBERS

**ACTION ITEM** –Valerie will send out a Doodle poll for our second call to be held the first week of February 2014. We will choose whichever time works best for the most members. COMPLETE

**Committee Membership**

David Levinson will replace Dave Merritt on the Committee. David is the Program Leader of the National Stream & Aquatic Ecology Center in Fort Collins, CO. Dave brings a wealth of experience in working with and leading national technical centers. Welcome Dave!

Kara Chadwick will be moving to a Forest Supervisor position in Colorado, reporting March 2014. Thank you Kara for all the support and guidance that you have provided to NFGEL. Best Wishes in your new position!

**Action Item:** Kara will work with Bill Timko to name a Forest Management staff replacement for the Committee.

**Draft Revised Charter**

Valerie summarized the background to the existing NFGEL Charter (dated 1999). A revised charter has been drafted. Some members have already provided feedback to Valerie on the newly drafted revised Charter.

**Action Item:** All remaining Committee Members need to provide any additional charter review comments to Valerie by March 3, 2014.

**Action Item:** Kara will talk with Bill Timko to determine who will be signing the NFGEL Charter. Valerie will continue to work with Kara's Committee replacement, Bill, and the Steering Committee to determine if the Charter should be presented to SLMBOD, and to also finalize Charter signatures. Gary mentioned the next SLMBOD meeting is March 5, 2014.

**Role of Committee for FY14**

Discussion resulted in identifying four roles for the Committee.

The Committee will

- guide NFGEL's program of work,
- guide NFGEL's workforce planning efforts,

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- identify overarching Agency strategic direction that will guide lab project prioritization and efforts, and
- identify partners and funding sources to accomplish work in cooperation with NFGEL, and also to accomplish work that NFGEL is unable to accept as part of its annual workload.

The Committee will discuss these roles further at the in-person Steering Committee Meeting later this year. They will also determine the mechanism for executing these roles.

Discussion ensued regarding the use of an annual call letter soliciting project ideas from the field. The Committee could then review these proposals and prioritize projects.

**Action Item:** All Committee Member can forward to Valerie any examples they have of project/proposal call letters from other groups that use this mechanism for project prioritization (eg, MTDC, SDTDC).

**Action Item:** Valerie will draft a NFGEL version of a proposal call-letter to solicit project ideas from the field. This letter will be shared with the Committee at our in-person meeting for discussion.

#### **Quarterly Meeting Schedule**

The Steering Committee will have quarterly conference calls. The next call would therefore take place in May 2014. Since we are planning for a physical Committee Meeting in May (see next section), we will not have a May conference call. The next call would take place in August 2014.

#### **Physical Steering Committee Meeting**

Our FY14 physical Steering Committee Meeting will occur in Washington DC. We will need two workdays for the meeting (a Tues/Wed, or Wed/Thur). Kara suggested we invite some staff from the Climate Change group for a portion of the meeting. It is hoped that the new Forest Management Director will be on-board by this time and can meet the committee and learn about NFGEL. The meeting will likely occur in the Washington Office Yates building.

**Action Item:** Valerie will send out a doodle poll to determine a time for the meeting. We will begin by looking for a date in late May.

**Action Item:** Valerie will complete all Meetings Management paperwork.

#### **Next Call**

No call is currently scheduled. Our next meeting will be in-person in Washington DC (see above).

#### **Steering Committee Meeting Notes**

**Action Item:** Valerie will post all NFGEL Steering Committee meeting notes to the NFGEL website.