

**Summary of Minutes and Action Items
The Invasive Species Advisory Committee Meeting
Wednesday, October 13, 2004**

**Location: National Conservation Training Center
698 Conservation Way
Shepherdstown, WV 25443**

PRESENT:

ISAC Members in Attendance:

E. Shippen Bright, Acting Chair
George Beck, Acting Vice-Chair
Gary M. Beil
David Brunner
Allegra Cangelosi
Timothy J. Carlson
Diane Cooper, Acting Secretary
Joseph Corn
Michele Dias
Willard Dickerson
Patricia Doerr
Lucius G. Eldredge
Christopher Fisher
Steve Henson
Jerome A. Jackson
Nelroy Jackson
Marilyn Leland
Mari Lou Livingood
Kathy J. Metcalf
N. Marshall Meyers
Charles R. O'Neill
John Randall
Craig Regelbrugge
Jeffery D. Schardt
Jeffrey Stone
John Peter Thompson
Ken Zimmerman

**National Invasive Species Council
Staff:**

Lori Williams, Exec. Director, DFO
Phil Andreozi, Program Assistant
Kelsey Brantley, Program Analyst
Anna Cherry, Public Affairs
Coordinator
Chris Dionigi Assistant Director
(Domestic)
Hilda Diaz-Soltero, USDA Liaison
Mary Josiah, Secretary
Richard Orr, Assistant Director
(International)

Others in Attendance:

Ellen Athas
Joyce Bolton
Gordon Brown
Hilda Diaz-Soltero
Doug Domenech
Don Harris
Doug Holy
Don MacLean
Susan McCarthy
Russ Mason
Bob Nowierski
Anne Sergeant, EPA
Robert Wiedenmann
Dean Wilkinson
Jim Tate

October 13, 2004 **Transcript Summary** (page numbers refer to the transcript page number for 10/13/04; transcript files available upon request)

Agenda

- I. Welcoming Remarks / Introduction**
- II. Overview of Executive Order 13112 and National Invasive Species Council**
- III. Overview of ISAC Operating Guidelines,**
- IV. Public Message Training,**
- V. Overview of FACA**
- VI. ISAC NISC Subcommittee Reports:**
 - a. Leadership and Coordination**
 - b. Research**
 - c. Information Management**
 - d. Outreach and Communication**
 - e. Prevention**
 - f. Control and Management**
 - g. International**
 - h. Early Detection and rapid Response**
- VII. Action Item Summary**

Summary of Minutes for 10/13/04

<u>Section</u>	<u>Key Points</u>
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I. Welcoming Remarks/Introductions (Pages 4 – 30)

- Acting Chairman, S. Bright brought the meeting to order by welcoming the new members of Invasive Species Advisory Committee ISAC-3 (the third ISAC to be convened) and each of the ISAC members gave brief introductory remarks.

II. Overview of Executive Order 13112 and National Invasive Species Council (Pages 30 – 61)

- L. Williams presented a PowerPoint presentation that gave a brief overview introduction of Executive Order 13112, the National Invasive Species Council (NISC), and ISAC's role as a Federal Advisory Committee Act (FACA) committee in advising NISC (Page 31 - 33).
- L. Williams gave an overview of NISC's expectations of ISAC and also discussed the importance of the work of the ISAC/NISC subcommittees.
- L. Williams explained the collaborative relationship between NISC and the NISC Policy Liaisons. NISC also works cooperatively with other "taxa" specific coordinating groups such as the Federal Interagency Committee on the Management of Noxious & Exotic Weeds (FICMNEW), the Aquatic Nuisance Species Task Force (ANSTF), and Invasive Terrestrial Animals & Pathogens (ITAP) (Pages 38 – 39).
- L. Williams also briefly described how ISAC operates and what is required under FACA to the new ISAC members (Pages 41 – 47).
- L. Williams also discussed the appointment terms for ISAC and her role as the Designated Federal Official (DFO) (which is a FACA requirement) (Pages 48 – 49). ISAC Meetings cannot take place without a DFO.

III. Overview of ISAC Operating Guidelines (Pages 61 – 71)

- L. William introduced the discussion of ISAC's Operating Guidelines and encouraged ISAC members to read the approximately 6-page document (Page 61). These Guidelines include the steering committee, the roles and responsibilities of ISAC, voting procedures, the recommendation of officers to serve on ISAC and their rules and responsibilities, communication issues (Pages 62 – 63). These rules can be changed by ISAC as long as they are consistent with FACA and the ISAC Charter. L. Williams also went on to clarify the reason and need for staggered term limits to ensure continuity for ISAC (Page 64).

REFRESHMENT BREAK

IV. Public Message Training (Pages 71 – 101)

L. Williams welcomed A. Cherry and announced that A. Cherry has been permanently assigned as an outreach director to NISC by USDA (Page 71). A. Cherry focused on general guidelines for communication activities in different situations and distributed a handout with a list of tips and hints on the best way to communicate. A. Cherry went over some of the following tips:

- When communicating or distributing materials, make sure to know the audience.
- Always ask questions
- Be courteous and polite
- Treat people the way that you want to be treated (Page 76)
- Stay within your field of work
- Decide what you want to say and stick with it.
- Make sure to introduce yourself appropriately and correctly.
- Always try to have hard copies of additional information to distribute (Page 82).
- Avoid jargon and technical terms.
- Be sensitive to deadlines

A. Cherry announced that she will distribute a CD-Rom with information that ISAC members can quote as NISC positions, which will be on the NISC website (www.invasivespecies.gov) (Page 90).

- L. Williams agreed that the ISAC summary which includes the key points of the ISAC meeting along with ISAC's recommendations will be posted on the NISC website (Pages 91 – 92).
- M. Meyers stated that ISAC needs to address the problem of how commonly used terms like nuisance species, non-native species, exotic and invasive species are being used (Page 93).
- A. Cherry announced that she has collected templates which has captured several of L. Williams's presentation on the Executive Order along with basic information on NISC and invasive species, which she will soon make available (Page 95).
- L. Williams said to contact the NISC Office in order to get some of the most recent presentations that NISC has already created (Page 96).

V. Overview of Federal Advisory Committee Act (FACA) (Pages 101 – 139)

- D. Harris an attorney advisor from the Office of the Solicitor at the Department of the Interior, gave ISAC an overview of FACA. FACA was passed by Congress in 1972 to control the proliferation of federal advisory committees (Page 103). Some of the items that were highlighted in the talk show that FACA was created to:

- Ensure that the process is transparent (Page 104).
 - Provide for public participation (Page 104).
 - Provide for committees that could be utilized by the Executive Branch for purposes of obtaining advice and recommendations (Page 105)
- D. Harris also stated that a primary role of the Designated Federal Official (DFO) is to call and attend all meetings
 - D. Harris also stated that subcommittees are to be assembled and used for administrative functions and for fact finding (page 109) (DFO should be involved)

A question and answer session on FACA subsequently ensued until start of lunch (Pages 114 – 139).

LUNCH

VI. ISAC / NISC Subcommittee Reports (Pages 139 – 183)

- L. Williams gave an overview of the general purpose of each of the subcommittees and then each of the subcommittees broke off into smaller groups (Pages 140 – 146).
- Each ISAC member was encouraged by the Chair to visit several subcommittees to get an idea of the agenda and then to sign up for at least one of the subcommittees before they leave on Friday (Page 140 - 141).
- L. Williams provided a list of all of the subcommittees to ISAC with the name of a NISC staff member listed next to each one to serve as a coordinator and to help provide logistical support (Page 143). For the most part, subcommittees parallel sections of the Management Plan.:
 - *Leadership and Coordination* – L. Williams acted as the facilitator for this subcommittee (Pages 153 – 154)
 - *Research* – C. Dionigi gave an overview of the Research subcommittee (Pages 155 – 157)
 - *Information management* – P. Andreozzi discussed the purpose of the information and management subcommittee (Pages 157 – 158).
 - *Outreach and Communication* – A. Cherry discussed the purpose of the Outreach and Communications group (Pages 159 – 160) Chuck O’Neill talked about the accomplishments of the outreach and communications group (Page 160). L. Williams thanked the national Agricultural Library and USDA and said that the next step is is for other agencies and departments to contribute and be featured more fully on the website (Page 163).

- *Prevention* – R. Orr gave an historical overview of the Prevention subcommittee (Pages 167 – 168). He directed ISAC members to look at tab 8 of the workbook that listed 5 working groups that were under the Prevention subcommittee (Page 168).
 - *Control and Management* – C. Dionigi introduced the Control and Management subcommittee (Page 175) which is currently completing the guidance of the prioritization of invasive species projects as it is called for in the management Plan (Pages 175 – 176).
 - *International* – R. Orr gave a brief overview on the International Subcommittee and discussed the complexity relating to the many and diverse international agreements (Page 177).
 - *Early Detection and Rapid Response* – C. Dionigi opened up the discussion on the early detection and rapid response subcommittee whose main focus is to encourage early detection and eradication of species newly introduced into the country or new region (Page 183 – 84). C. Dionigi announced that there is a need for two co-chairs to serve on this committee (Page 184).
- The facilitators of each of the subcommittees were asked to break up into groups and bring back a paragraph or a couple of sentences on what each of the committees chose to work on in the upcoming year (Pages 187 – 188).
 - Each of the subcommittees were also asked to take notes or summaries of their particular breakout session. Just before ISAC members dispersed into their breakout sessions, L. Williams stated that each subcommittee should be aware that over the next 6 months they will be given a charge of looking at the current national management plan and making judgements and recommendations about what should be the priority actions that go into the revision of the management plan (Page 193).
 - At 4 pm ISAC reconvened and S. Bright introduced Ellen Athas who is filling in for Linda Sheehan. Diane Cooper subsequently recapped the list of action items (Page 194).

VII. Action Item Summary, Diane Cooper (Pages 183 – 195)

- Resolve the term limit and officer representation issues at this meeting and make recommendations regarding the associated changes to the iSAC Charter.
- Discuss and make a decision on the taking of the minutes at the subcommittee level
- Officer solicitation and steering group signup – a sign up sheet was circulated. K. Metcalf encouraged volunteers to sign up but pointed

out that the steering committees should ideally be limited in number to approximately 8 individuals with an additional 3 ex-officio spaces for officers (Pages 197 – 198).

VIII. Public Comments

- There was an overview discussion on the importance of forming a definitions task team (Pages 199 - 206). It was agreed that a more substantial conversation was needed in regards to setting up a definitions task team, that will further be discussed on Friday.

Summary of Minutes and Action Items
The Invasive Species Advisory Committee Meeting
Wednesday, October 14, 2004
Day Two

Location: National Conservation Training Center
698 Conservation Way
Shepherdstown, WV 25443

PRESENT:

ISAC Members in Attendance:

E. Shippen Bright, Acting Chair
George Beck
Gary M. Beil
David Brunner
Allegra Cangelosi
Timothy J. Carlson
Diane Cooper, Acting Secretary
Joseph Corn
Michele Dias
W. Bill Dickerson
Patricia Doerr
Lucius G. Eldredge
Christopher Fisher
Steve Henson

Jerome A. Jackson
Nelroy Jackson, Vice Chair
Martin Hugh-Jones
Marilyn Leland
Mari Lou Livingood
Kathy J. Metcalf
N. Marshall Meyers
Charles R. O'Neill
John Randall
Craig Regelbrugge
Sarah Reichard
Jeffery D. Schardt
Jeffrey Stone
John Peter Thompson
Ken Zimmerman

National Invasive Species Council Staff:

Lori Williams, Executive Director
Phil Andreozzi, Program Assistant
Kelsey Brantley, Program Analyst
Anna Cherry, Public Affairs Coordinator
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Mary Josiah, Secretary
David Madsen, Intern
Richard Orr, Assistant Director (International)

Others in Attendance:

Ellen Athas
Gordon Brown
Hilda Diaz-Soltero
Doug Domenech
Jeff Fisher
Don MacLean
Russ Mason
Rob Mangold

Bob Nowierski
John Randall
Anne Sergeant,
Bill Wallace
Robert Wiedenmann
Dean Wilkinson
Jim Tate

October 14, 2004 **Transcript Summary** (page numbers refer to the transcript page number for 10/14/04; transcript files available upon request)

Agenda

- VIII. Departmental Response to ISAC Recommendations**
 - 1. Hilda Diaz-Soltero**
 - 2. Anne Sergeant**
 - 3. Gordon Brown**

- IX. Control and Management Guidelines**
- X. Fiscal Year 2006 Crosscut Budget**
- XI. Tamarisk Guiding Principles**
- XII. Invasive Species Management Plan and Discussion**
- XIII. Members Forum**
- XIV. Invasive Species International Panel, GISP, APEC/ASEAN, IMO and Peace Corps**
- XV. U.S. Forest Service Invasive Species Strategic Plan**
- XVI. Discussion of Term Limits of ISAC Members**
- XVII. Review of Action Items**

Summary of Minutes for 10/14/04

Section Key Points

IX. DEPARTMENTAL RESPONSES TO ISAC RECOMMENDATIONS (Pages 15 – 71)

- Acting Chair, S. Bright called the meeting to order and introduced newly arrived ISAC members: S. Reichard and Martin Hugh-Jones (Pages 15 – 9). In addition, Linda Sheehan's alternate, Ellen Athas, was introduced to ISAC (Page 9).
- It was subsequently decided that M. Leland and C. Regelbrugge would work on circulating the sign-up list for ISAC members to sign-up for the Steering Committee (Page 13). In addition, the minutes were accepted with two changes.
 - *Hilda Diaz-Soltero* – along with her business card, H. Diaz-Soltero handed out a progress report from USDA regarding ISAC's recommendations from the previous ISAC meeting, an EO Compliance report, a list of available invasive species grants and a contact list of her agencies invasive species coordinators (Pages 15 – 25).
 - *Anne Sergeant* – responded to ISAC's recommendations on the behalf of Mike Slimak and the Environment Protection Agency (Pages 37 – 46). A. Sergeant announced that EPA has a grant program called Science to Achieve results (STAR) on invasive species (Page 39). They are expecting another solicitation in FY 2005 (Page 39). She also discussed the Great Lakes Invasive Species Initiative, which may be funded again in FY 2005 (Page 40). A. Sergeant agreed to provide to ISAC a contact list of programs and contact information for EPA projects concerning invasive species, particularly information on the Great Lakes Programs (Page 43). For ISAC's information, it was announced that A. Sergeant is currently the chairperson for the risk analysis working group, which is under the prevention committee (Page 45).
 - *Gordon Brown* – G. Brown reported on ISAC's recommendations for the Department of the Interior and passed around a contact list for the DOI (Pages 46 – 62). G. Brown named the five bureaus at DOI that play a major role in invasive species: The Fish and Wildlife Service, the National Park Service, The Bureau of Land Management, The US Geological Survey and the Bureau of Reclamation (Pages 46 – 47) and began by giving a brief historical overview of invasive species at DOI. G. brown suggested that NISC consider the various Council agencies posting their responses to ISAC's recommendation on the NISC website (Page 50).

- *Dean Wilkinson* – (Pages 62 – 68) reported on Department of Commerce’s responses to ISAC’s recommendations. D. Wilkinson stated that he will make sure that a copy of the aquatic nuisance species task force five year strategic plan will be distributed to ISAC via email (Page 67).
- L. Williams announced that Lisa Goldman of the ELI institute will be contacting people to identify specific gaps, strategies to fill these gaps through the regulatory internal administrative processes or going to Congress and fixing the laws and L. Williams asked that ISAC members please respond to L. Goldman’s calls (Pages 70 – 71).

X. CONTROL AND MANAGEMENT GUIDELINES (Pages 71 – 90)

- The discussion was lead by the Co-Chairs of the ISAC Control and Management Subcommittee, N. Jackson and R. Bob Nowierski. The discussion (*Page 71 - concerns Management Plan action Item #32*). ISAC Control and Management Subcommittee drafted and reviewed the “draft *Guidelines for Ranking Invasive Species Projects in Natural Areas, Version 1.*” This document consist of explanatory text and a series of prioritization considerations that are intended to aid in decisions concerning the prioritization of invasive species control projects. ISAC members discussed the guidelines and suggested the guidelines be sure to include a consideration of the potential for invasive species to disperse as a consideration of in the prioritization process (page 78). It was suggested that the document eventually be set before program directors to see how it fits into their decision making (page 84). ISAC voted to recommend that NISC approve the guidelines once the suggested changes were made. N. Jackson and R. Bob Nowierski agreed to make the indicated changes (Page 89).

BREAK

XI. CROSSCUT BUDGET – FISCAL YEAR 2006 (Pages 90 – 117)

- P. Andreozzi began by giving an overview of the crosscut and the federal budget process (Page 90 – 92). P. Andreozzi also highlighted NISC goals in regards to the Crosscut budget as well as the issue of delineating performance measures (Page 92 - 93). P. Andreozzi reported that the federal agency program managers met to put together the specific initiatives crosscut budget based on common goals among agencies and include common performance measures (Pages 93 – 97). Agencies also provide information about overall spending on invasive species based on the functional categories in the Management Plan. This general category information does not include specific performance measures.

- P. Andreozzi announced that NISC is scheduled to meet with OMB in the upcoming week after ISAC to discuss the crosscut budget (Page 101). P. Andreozzi requested feedback from ISAC on what initiatives to address in FY 06 (Page 102).
- The question and answer session ensued (Page 103 – 117).
- It was agreed the the Leadership and Coordination Subcommittee will act as the task team that would make recommendations on the crosscut on behalf of ISAC (Page 114).
- N. Jackson requested a summary document of what NISC wants ISAC to focus on regarding the crosscut budget (Page 116).

XII. TAMARISK GUIDING PRINCIPLES (Pages 117 – 153)

- G. Gordon reported on the Team Tamarisk event which occurred in April in Albuquerque, NM (Page 117). G. Brown handed out the set of guiding principles which developed from the Team Tamarisk event (Page 119). G. Brown requested feedback from ISAC on the guiding principles (Page 120) to get a stakeholder view regarding whether the principles are a good foundation for developing criteria that would lead to the granting of money. A question and answer session followed (Pages – 122 - 129). T. Carlsson brought up the question of what is the economic impact of tamarisk in a particular area and how to use that information to make management and restoration decisions. C. Dionigi announced that OMB has just put guidelines on a cost benefit analysis (Page 129) and that NISC is working on a description of a tamarisk economic study that will be circulated to ISAC (Page 130).

XIII. NATIONAL INVASIVE SPECIES MANAGEMENT PLAN AND DISCUSSION (Pages 153 – 176)

- L. Williams began the discussion by discussing the revision of the NISC Management Plan (Page 145) and gave a summary of the NISC roadmap regarding the revision of the Plan.
- L. Williams also gave a summary of the history of the process of drafting the first Plan.
- L. Williams stated that there are 57 action items, each with 86 subparts, that can still be broken down into smaller more discrete sub-elements.
- C. Dionigi has been working with the Council agencies to update this document.
- L. Williams stated that each department within NISC is required to complete a report on what they are doing to comply with EO 13112 (Page 151) and other departments could use USDA's report as a model.

- L. Williams asked ISAC for input from each of the subcommittees on their sections of the Plan. The question and answer session followed (Page 159).
- C. Fisher suggested that a component be added to the Plan which takes into account the evaluation and effectiveness of specific action items (Page 160). L. Williams agreed that this was an important issue and said that OMB also suggested that NISC include more measurable goals.

LUNCH – During lunch ISAC watched a pre-screening of *Strange Days on Planet Earth* by a production of SEAS Studios and the National Geographic Society, which is scheduled to be broadcast on the PBS Network during Earth Week (Page 169) and a discussion followed. Questions were brought up about some of the inaccuracies in the movie and the dramatization of the issues (Pages 172 – 176). It was decided that a contact list of ISAC members would be sent to the producers of PBS.

XIV. MANAGEMENT PLAN REVISION (Pages 176 – 187)

- L. Williams answered question on the revision process and asked ISAC for ideas on the revision of the three-year management Plan. L. Williams announced that an update on the NISC Management Plan is coming out as soon as NISC receives information from the federal agencies (Page 176).
- L. Williams announced that the leadership and coordination committee will be taking the lead in the update process (Page 177).
- L. Williams announced that NISC will forward ISAC a revised copy of the revised Plan.
- It was also decided that ISAC should forward comments one week after they receive it (Page 179).
- It was decided that the updated version should be referred to as a “supplement update revision” so that there is no confusion that the revision would represent this as a completely new plan. L. Williams suggested to ISAC that they look at the items that they think are no longer relevant or are completed, etc in order to assist in updating the progress report (Page 180).
- L. Williams stated that in the distribution of the road map, a one-page timeline will be included.
- Regarding the Five-Year Review, NISC is requesting ISAC to submit recommendations on what they think the Five-Year Review should include and what NISC should consider as part of the review process (Page 272).
- Regarding the National Management Plan, NISC is working on identifying a consultant to help with the analysis on some of the strategic issues related to the revision of the National Management Plan (Page 275).

XV. MEMBERS FORUM (Pages 187 – 212)

- M. Meyers gave an overview of the *Habitatidude* initiative and passed out a factsheet and two packets on the project to educate aquarium hobbyists (Pages 187 – 194).
- A. Cangelosi announced a new project where their Institute will be working with U.S. ports and with the cooperation of the Great Lakes states to ensure that ships are not vectors of invasive species (Page 195). A. Cangelosi will give an update on the progress of that project in the future. A. Cangelosi also discussed a workshop report on what analytical tools are available for monitoring ballast water (Page 196).
- M. Dias announced that there is a staff member at the Farm Bureau in California who maintains databases, which are used for GIS mapping and who is interested in getting additional information on existing databases (Pages 197).
- J. Corn announced a project with the State Fish and Wildlife Agencies in the United States for dealing with emergency disease outbreaks (Page 198). He also announced an active surveillance project on exotic ticks (Page 199).
- C. Regelbrugge mentioned that his organization joined the Habitattitude project as an affiliate (Pages 199 – 200). They are also working in close partnership with USDA's Agricultural Research Service (ARS) on a federal research initiative (Pages 200 – 201).
- P. Doerr requested relevant information on projects, issues, and success stories on invasive species that can be passed on to governors in order to increase awareness among the governor's staff regarding invasive species issues (Page 201).
- M. Livingood discussed the Snakehead Roundup project on the Potomac River in July 2004 (Page 203). She also mentioned an MOU that the Mariners Association will be signing with NOAA (Page 204).
- M. Hugh-Jones mentioned the possibility of using GIS predictive mapping to locate invasive species (Page 205).
- J.P. Thompson mentioned the succesful collaborative work on invasive species in Maryland on the federal, state, county and industry level (Page 206 – 208).
- N. Jackson mentioned a bill to create a California Invasive Species Council (Page 208).
- J. Schardt distributed a handout on aquatic plant management and discussed a CD on the Bureau of Invasive Plant Management Programs in Florida (Pages 209 – 210). He also mentioned that his department is working with the University of Florida, teachers and newspaper writers to put together a 200-page website on invasive species (Page 210 – 212).

BREAK (from 2:30 – 2:52 pm)

XVI. INVASIVE SPECIES INTERNATIONAL PANEL (GISP, APEC/ASEAN, IMO AND PEACE CORPS) (Pages 212 – 244)

- R. Orr gave a quick overview of international activities and the monthly international report (Pages 212 – 215). R. Orr also discussed his work to ensure that the language on invasive species is consistent throughout the federal government, and in the development of international standards in various international treaties and organizations (Pages 216 - 219). He also mentioned his work with the eight free trade agreements and NAFTA (Page 219). He also discussed some international organizations that he is working with (Pages 219 – 222).
- K. Metcalf discussed the International Maritime Organization (IMO) and measurement standards on ballast water (Pages 223 – 229).
- P. Andreozzi presented on NISC's work with the Peace Corps on guidance and training to prevent the spread of invasive species (Pages 231 – 233).
- Jeff Fisher of the State Department reported on work with the Association of Southeast Asian Nations (ASEAN) (Page 236). J. Fisher also talked about developing an economic tool kit to help island states combat invasive species. (Page 238).

XVII. U.S. FOREST SERVICE STRATEGIC PLAN (Pages 244 – 266)

- R. Mangold reported on the work of the U.S. Forest Service and the progress of their strategic Plan (Pages 244 – 255) followed by a question and answer session.
- J. Fisher requested suggestions from ISAC on efforts to set up bilateral discussions with Canada to focus on specific bilateral invasive species initiatives (Page 263).
- R. Orr will send out an electronic copy of Canada's Strategic Plan on invasive species to ISAC (Page 264).

XVIII. DISCUSSION OF TERM LIMITS OF ISAC MEMBERS (Pages 266 – 291)

- L. Williams requested that ISAC consider making a recommendation through the Secretary of the Interior to change the ISAC Charter. NISC was currently considering an amendment to remove the cap of the overall number of members. L. Williams suggested that providing less specificity in the Charter, gives NISC and ISAC more flexibility (Page 278).
- An additional amendment could provide that ISAC terms would not expire until a member was reappointed or replaced, providing greater continuity for ISAC.
- *New issue-* B. Dickerson requested that ISAC review a letter that was drafted regarding general guidelines for the establishment and

evaluation of invasive early detection and rapid response systems for approval (Pages 288 – 291).

XIX. REVIEW OF ACTION ITEMS

D. Cooper listed the resulting action items (Page 291 – 298):

- Discuss how to get federal departments to:
 - Encourage NISC Policy Liaisons to attend ISAC meetings
 - Provide and report information to ISAC on current invasive species efforts
- Discuss/decide if ISAC would like NISC liaisons to provide regular written reports
- Request that Albuquerque Office of the Fish and Wildlife Service to come and discuss the southwestern willow flycatcher recovery plan
- ISAC members need to keep in mind to come up with specific recommendations and to remind D. Cooper.
- ISAC members need to remember to make sure that they sign up for subcommittees on the list that was passed around yesterday
- ISAC recommends that NISC accept the draft control and management guidelines for ranking invasive species projects in natural areas (version 1: August 2004) for comment and consideration.

Meeting adjourned at 4:50 pm

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Wednesday, October 15, 2004
Day Three

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ISAC Members in Attendance:

E. Shippen Bright, Acting Chair	Jerome A. Jackson
George Beck	Nelroy Jackson
Gary M. Beil	Martin Hugh-Jones
David Brunner	Marilyn Leland
Allegra Cangelosi	Mari Lou Livingood
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Jeff Fisher

Don MacLean
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Elizabeth Sklad
Jim Tate
Bill Wallace
Robert Wiedenmann
Dean Wilkinson

October 15, 2004 **Transcript Summary** (page numbers refer to the transcript page number for 10/15/04; transcript files available upon request)

Agenda

- XVIII. Review of Day One Highlights and Meeting Schedule Discussion**
- XIX. Ecological Indicators for Non-native Species**
- XX. U.S. Army Corps of Engineers Update on Invasive Species Activities,**
- XXI. NISC Public Affairs Update**
- XXII. Invasive Species Definition**
- XXIII. ANSTF Update**
- XXIV. FICMNEW Update**
- XXV. ITAP Update**
- XXVI. Invasive Species Compendium**
- XXVII. Members Forum**
- XXVIII. Selection of ISAC and Steering Committee Members**
- XXIX. Review of Action Items**

Summary of Minutes for 10/15/04

Section Key Points

- XX. REVIEW OF DAY ONE HIGHLIGHTS AND MEETING SCHEDULE DISCUSSION (Pages 4 – 31)**
 - Acting chairman, S. Bright brought the meeting to order and announced that there will be a discussion, vote and formal recommendations made to NISC from ISAC, on the amendments to the ISAC Charter (Page 4).
 - H. Diaz-Soltero discussed the invitation to ISAC to consider a future ISAC Meeting in Northern, CA or Puerto Rico (Pages 4 – 5).
 - It was decided that the tentative date for the next ISAC Meeting is February 17 – 18, 2005 and the backup date for the next ISAC Meeting will be in February 24 – 25, 2005 (Page 13).
 - It was agreed that ISAC would email their recommended choices for the location of the Fall ISAC Meeting to S. Bright and he would tally and submit this to NISC (Page 14).
 - It was decided that the tentative date for the Fall ISAC Meeting would be the week of October 3rd, 2005 (Page 16). It was decided that an alternate date for the Fall ISAC Meeting is October 11 – 14, 2005.
 - L. Williams introduced Robin O'Malley from the Heinz Center who gave an overview of the Heinz Center and the current projects that they are working on (Pages 18 – 37).

XXI. ECOLOGICAL INDICATORS FOR NON-NATIVE SPECIES

- Robin O'Malley will distribute the final Heinz Report on ecological indicators for non-native species to ISAC once it is finished in the early part of 2005. He also requested comments from ISAC on the draft of the report. There was a question and answer session (Pages 37 – 40).

XXII. U.S. ARMY CORPS OF ENGINEERS UPDATE ON INVASIVE SPECIES ACTIVITIES (PAGES 40 – 62)

- A. CoFrancesco from the U.S. Army Corps of Engineers gave ISAC an update on invasive species issues at the Army Corps and recent developments.
- A. CoFrancesco also discussed the Department of Defense' efforts to clean military equipment being transported back to the U.S. from Iraq and Kuwait to prevent the introduction of invasive species.

XXIII. NISC PUBLIC AFFAIRS UPDATE (Pages 62 – 68)

- A. Cherry gave an update on NISC public affairs (Page 62).
- A. Cherry discussed the CD-Roms and the numerous Factsheets about NISC, which were passed out earlier in the meeting.
- A. Cherry's goal is to make these items along with the style guide available for use (Pages 64 – 65).
- A. Cherry asked ISAC to email any feedback from the viewing of Strange Days and she would get that information to Dave Aplin of SEAS Studios (Page 67).

XXIV. LEGISLATIVE UPDATE

- L. Williams discussed the passage of the weed bill (Page 69)
- A. Cangelosi discussed the Reauthorization of the Non-indigenous Aquatic Nuisance Prevention and Control Act and ballast water legislation (Page 71).
- T. Carlson talked about legislation relating to tamarisk and salt cedar, Bills S.1516 and H.R. 2707 (Pages 78 – 80).
- P. Andreozzi reported on Brown Tree Snake legislation (Pages 80 – 81).
- K. Metcalf brought up the issue and importance of tracking bio-terrorism bills (Page 82).
- H. Diaz-Soltero suggested that NISC work closely with ITAP on tracking and interlinking bio-terrorist issues with issues of invasive species (Page 83).
- J. Thompson inquired about who was tracking where the interconnection between well meaning regulations and treaties and invasives species issues.

BREAK

XXV. INVASIVE SPECIES DEFINITION (Pages 89 – 120)

- S. Bright began by informing ISAC that the primary function of this session will be to create a task team and to set up a procedural framework (Page 89).
- L. Williams discussed the definitions in the Executive Order and said that we need to clarify what we mean, who we are talking to and the context when we are using these definitions and terms. We also need to differentiate between terms like alien and non-native and invasive and non-native (Pages 90 – 91). L. Williams also said that what comes out of this task team will be very helpful in revising the management plan. The people who signed up for the definitions task team are listed below (Pages 92):

- George Beck (*Chair*)
- Gary Biel
- Allegra Cangelosi
- Diane Cooper
- Steve Henson
- Jerry Jackson
- Marshall Meyers(*Co-chair*)
- Chuck O'Neill
- John Randall (*Co-chair*)
- Sarah Reichard
- John Peter Thompson
- L. Williams (*NISC staff and DFO on the committee*)

- It was agreed that this team would get a copy of the first definitions subcommittee report from ISAC-1.
 - M. Meyers also requested a small glossary of invasive species terms (page 93).
 - A discussion ensued regarding the ISAC Charter amendment and the caps issues (pages 98 – 100).
 - ISAC voted to approve the following recommended changes to the Charter including:
 - removing the cap on the number of ISAC members that can be appointed (see section 4B)
 - the term of each ISAC member shall be 3 years or until their reappointment or replacement has been appointed– (see section 4C)
 - Term limits for ISAC members should be eliminated
- There were 2 abstentions (Page 114).

XXVI. ANSTF UPDATE

- D. MacLean from Fish and Wildlife Service reported on the activities of the Aquatic Nuisance Species Task Force (Pages 121 – 125).

XXVII. FICMNEW UPDATE

- P. Egan updated ISAC on the Federal Interagency Committee on the Management of Noxious & Exotic Weeds activities (Pages 125 – 127).

XXVIII. ITAP UPDATE

- B. Gregg reported on the Invasive Terrestrial Animal and Pathogens activities (Pages 127 – 137).

XXIX. INVASIVE SPECIES COMPENDIUM

- E. Delfosse reported on the invasive species compendium (Pages 137 – 168)).
- E. Delfosse requested from ISAC an endorsement of the report, to go to the NISC chairs in order to get a response on how to proceed (Page 148).
- ISAC requested a final report from CABi before they could make an endorsement (pages 154 – 156).
- It was agreed that the final report will be distributed to ISAC and there will be further discussion on how to proceed (Page 159).

BREAK

XXX. MEMBERS FORUM

- ISAC voted on B. Dickerson's motion to approve the second version of the letter that was distributed to ISAC on a rapid response fund (Page 163). After a number of suggestions, it was agreed that it would be re-typed and then re-circulated to ISAC after lunch (Page 167). In addition, it was also recommended that the letter should let NISC decide which is the most appropriate federal agency to fund this recommendation (Page 168).
- C. O'Neill- announced that NY has an invasive species task force whose goal is make recommendations to the Governor and legislature as to where New York should be headed regarding invasive species (Page 168 – 169). C. O'Neill will also distribute to ISAC copies of several publications on invasive species in the Great Lakes
- S. Reichard – announced that a non-governmental group consisting of non-governmental organizations and foundations have formed the Washington Invasive Species Coalition (Page 169 – 170).
- M. Leland – mentioned the Western Regional panel meeting in Anchorage in September and an article that she published in

Anchorage newspaper on invasive species which was picked up by the Oil Spill Intelligence Report, along with the work that they are doing on her website on the non-indigenous species section (Page 170 – 171).

- J. Randall – announced that he is acting director for the Invasive species Initiative at TNC, and that they have advertised a position for an aquatic invasive species specialist for the Great Lakes Region and they have hired a person who will work with the nursery industry.
- L. Eldredge – announced that Hawaii has an Invasive species Council and an aquatic species management plan and last month there was a high profile event entitled, “The invasion of the Reef Snatchers day” (Page 172).
- G. Beil announce dthat Minnesota has an invasive species council which is jointly sponsored by the department of Agriculture and the Department of Natural Resources, and which has a broad representation from state agencies as well as private agencies. The council is working on a strategic plan and are planning to do the invasive species of the month in the form of a calendar for next year.

LUNCH

XXXI. SELECTION OF ISAC AND STEERING COMMITTEE MEMBERS

- Chairman Bright called the meeting to order and ISAC made a motion to adopt version 3 of B. Dickerson’s letter on early detection an raip response funding (Pages 194 – 203). There was also a motion to make an amendment. There were 14 yeahs, 5 nays and 4 abstentions (Page 193).
- C. Regelbrugge presented on behalf of the steering committee (Page 194). It was agreed that the interim officers continue
- It was agreed that they would expand by one from eight to nine (Page 197).
- It was agreed that they would approve a slateof volunteers to serve as the steering committee, consistent with the operating guidelines that is a one-year term (Page 197).
- Therefore, they are proposing for S. Bright to continuein his role as the acting chair and for G. Beck to come on in the capacity of acting vice-chair and for Diane to continue as acting secretary. Therefore, G. Beck as the vice-chair would chair the steering committee.
- The proposal made by the sterring group was accepted by ISAC with one abstaining.

XXXII. REVIEW OF ACTION ITEMS FOR OCTOBER 15, 2005

- 1.) Individual ISAC members are requested to review and consider ecological indicators reports for the Heinz Center; and comment and consider what indicators can be evaluated that will provide a long term view.
- 2.) ISAC members to send comments, particularly corrections, on the video Strange Days on Planet Earth to A. Cherry.
- 3.) ISAC members to send ideas/comments to A. Cherry on education materials.
- 4.) A. Cherry will send invasive species information to M. Hughs for distribution
- 5.) Request that the Army Corps of Engineers send to NISC/ISAC information on grants available for invasive species.
- 6.) ISAC members are requested to stay involved in the National Aquatic Invasive Species Act (NAISA).
- 7.) NISC to monitor, in addition to invasive species legislation, bioterrorism, agroterrorism bills.
- 8.) Lori will provide to interested ISAC members Dean's compilation of definitions, documents, references, etc.
- 9.) Diane will provide the definitions letter to ISAC, from ISAC-1 dated July 2000 to the definitions subcommittee
- 10.) NISC staff will provide ISAC members the report invasive species compendium expert consultation for their review
- 11.) D. Cooper will distribute a list of the subcommittees and a list of which committees ISAC members joined.

Meeting adjourned at 2:05 pm