

Joint Federal/State Task Force on Federal Assistance Policy

January 31 – February 1, 2012
Denver, Colorado

Members: Hannibal Bolton (Co-chair), Kelly Hepler (Co-Chair), Larry Mellinger (Counsel), Steve Barton, Larry Voyles, Joyce Johnson, John Organ, Tom Barnes, , John Frampton, , Mike Piccirilli, Lisa Evans, Carol Bamberg (Counsel); Wayne MacCallum joined by phone

Invited Guests: Bill Creighton, Steve Guertin, Gary Armstrong, Dave McGillivray, Matt Hogan, Dan Hogan, Michael Marcum (Recorder)

Summary of Actions Taken:

1. **ACTION ITEM:** Dan Hogan and the TRACS Outreach Committee will give a presentation about TRACS during several AFWA committee meetings during the North American Wildlife and Natural Resources Conference in Atlanta, Georgia.
2. **ACTION ITEM:** Michael Marcum will email the TRACS PowerPoint presentation to the JTF members.
3. **ACTION ITEM:** JTF will investigate capability of providing a clearinghouse of planned state activities to celebrate the 75th Anniversary that would be accessible by the Regions and state agencies. Joyce will follow-up with Christina Zarrella by end of February.
4. **ACTION ITEM:** Michael Marcum will e-mail Mark Duda's recent hunting and shooting sports participation report out to the JTF members.
5. **ACTION ITEM:** John Organ will solicit examples from Regions and Lisa Evans will solicit examples of grants that have not initially been approved from states by the end of February. John and Lisa will meet during the North American conference and draft white paper for JTF June discussion.
6. **ACTION ITEM:** Discussion About Email from Brian Bohnsack: Mike P. will follow-up with state (Louisiana).
7. **ACTION ITEM:** The JTF needs input and hard data from states. Then, the JTF will discuss it by conference call. Then, the JTF will share input with the Sportfishing and Boating Partnership Council.
8. **ACTION ITEM:** Appoint an Ad Hoc work group to work with WSFR Lands Team.
9. **ACTION ITEM:** JTF will solicit topics from the states and Regional offices regarding issues that the JTF should work on in the future. "Can license revenue and grant funds be used for wildlife damage and predator control?" will go onto a list accompanying the Letter from the Director and AFWA President before the North American Conference.
10. **ACTION ITEM:** JTF will solicit topics from the states and Regional offices regarding issues that the JTF should work on in the future. "Defining 'Technical assistance' and designating it in 50 CFR 80

as an eligible activity” will go onto a list accompanying the Letter from the Director and AFWA President before the North American Conference.

11. **ACTION ITEM:** Solicit input relating to the License issue discussed during the small group discussions and prepare a letter from the Co-chairs to AFWA’s President Jon Gasset. A copy will be sent to AFWA’s Executive Director Ron Regan. This letter will be discussed as a part of the JTF update during the Trust Funds Committee meeting and Hunting & Shooting Sports Participation Committee meetings during North American Wildlife Conference.
12. **ACTION ITEM:** JTF will solicit topics from the states and Regional offices regarding issues that the JTF should work on in the future. “Redefine capital improvement” will go onto a list accompanying the Letter from the Director and AFWA President before the North American Conference.

Minutes

Tuesday, Jan. 31, 2012 – Morning
Meeting Commenced at: 8:07am

- I. Welcome and introductory remarks (Bolton/Hepler)**
 - Agenda approved with addition of Dan Hogan discussing update on implementing Wildlife TRACS system.
- II. Status of Action Items from Aug. 16, 2011 meeting (Barnes)**
 - See page 6 of the meeting handout.
- III. Update on Implementing Wildlife TRACS (D. Hogan)**
 - Replacement for FAIMS.
 - 2 Systems: Public TRACS and Data TRACS
 - Created by Paladin Systems

Wildlife Tracking and Reporting on Actions for Conservation of Species (TRACS)

Status Update

- Wildlife TRACS interim web site: <http://www.publictracs.us>
- Contains FAQs, meeting materials, and committee updates.

Development, Training, and Release Schedule:

- **August, 2011** : Development activities commence
- **January, 2012**: Early prototype review by the Pilot Development Team in Denver, Colorado
- **February, 2012** : Agile development sprints begin and continue through April
- **May, 2012**: Beta testing release to small focus groups
- **June, 2012**: User acceptance testing begins and continues through September
- **August, 2012**: Regional training sessions begin and continue through September
- **October, 2012**: Production release for all grant programs

Cloud Computing

- Wildlife TRACS is being developed in a cloud environment.
- More accurately, cloud architecture means better performance, scalable resources, and lower support costs.

System Architecture

- System integration relies on light-weight web services.
- **Data TRACS** houses WSFR grant program data entered by State and/or WSFR staff.
- **Public TRACS** *displays* WSFR grant program data and *houses* State auxiliary projects that have a conservation nexus to SGCN species or WSFR grant program projects.
- WSFR and State users can run reports and generate maps in both systems depending on the purpose and intended audience.
- **Public TRACS** is a commercial product developed by Paladin Data Systems. WSFR is not responsible for the accuracy, integrity, or availability of State-owned data.
- **Data TRACS (Federal)**
 - WSFR grant program project data
 - Data managed by State and WSFR
 - System owned and operated by WSFR
 - System configured by WSFR and State
- **Public TRACS (Federal)**
 - State portals and auxiliary project data
 - Data managed and owned by State
 - System operated by WSFR
 - System configured by WSFR and State
- **TRACS Plus (State)**
 - Auxiliary project data
 - Data managed and owned by State
 - System operated by State
 - System configured by State and Paladin Data

Public TRACS Portals

- Portals display WSFR projects by State and Program
- Opportunity to display WSFR and auxiliary projects side-by-side

FOIA Requests

- Whether State data is subject to the Freedom of Information Act (FOIA) is determined by *custody* and *accessibility*.
- There are three general scenarios of data management within the Wildlife TRACS system (defined as the combination of Public and Data TRACS):
 1. States enter project data for WSFR grant programs into Data TRACS; some or all of the data is, upon approval, displayed in Public TRACS for public viewing. In this scenario, all State data entered into Data TRACS for federal aid compliance is in federal custody and fully accessible by Service staff. As such, the data is subject to FOIA requests.
 2. *At their discretion*, States enter non-federal projects into an access-controlled Public TRACS portal for the exclusive use of their staff. None of the data is made available on the Public TRACS viewer or inputted into Data TRACS. The data is under exclusive State control; the Service does not have access to or custody of the data. Auxiliary project data managed in this fashion is not subject to FOIA requests.
 3. *At their discretion*, States allow some or all of the data otherwise exclusively housed in their assigned portals to be publically displayed in the Public TRACS viewer. Data released to Public TRACS for public viewing is in the custody of and accessible by the Service. As such, the data is subject to FOIA requests. However, since the information is already public, it can be accessed without an actual FOIA request.

Additional Information

- Cloud hosting is a great fit for Wildlife TRACS and in-line with Executive Order and DOI's "cloud first" policy.
- State data entry and user management necessitates a MOU or service level agreement to address acceptable use, system availability, data accuracy, and data integrity.
- Changes in business processes related to grant management (e.g. FBMS, FAIMS, and Wildlife TRACS) necessitate a new workflow for WSFR and States. This represents an opportunity to streamline the reporting process.
- The increasing availability of third-party data and map services poses new challenges related to accuracy and proper use.
- Spatial data is a common denominator across agencies, databases, and audiences alike. Solutions to data sensitivity issues are readily available.

Major Development Components

- **Data TRACS**
 - **Authentication:** Active Directory
 - **Dashboard:** Outreach, Search, User Management, Customization, Administration
 - **Database:** Structure, Data Ingestion
 - **Documentation**
 - **FBMS**
 - **Feature Explorer**
 - **Forms**
 - **Graphical Design**
 - **Legacy Data**
 - **Mapper:** Data Filters, Layer Management, Map Designer, Markup & Symbology, Search & Identify, UI Design
 - **Reports:** Canned, Adhoc, Exports
 - **Requirements**
 - **Spatial Engine:** Map Exports, Geoprocessing
 - **Training**
- **Public TRACS**
 - **Communication**
 - **Database**
 - **Map Services**
 - **Report Services**
 - **Requirements**
 - **Training**

TRACS Guidance Committee

Question presented to JTF: Who sits on the committee? Are there other employees besides state and federal employees? JTF: Yes. This will be discussed in detail later.

TRACS Budget

At this time, the USFWS is taking the existing budget for FAIMS and transferring it over to TRACS. Funding Source is WSFR PR/DJ funds, SEAP, SWG Grants, etc. and the USFWS will begin reprogramming existing funds from one system to another.

Small Group Discussion

Kelly Hepler proposed discussing TRACS in detail during Small Group discussions. The discussion will involve some of the concerns the state fish and wildlife directors may have

regarding the use of state data, a state's discretion to input data into the system beyond the data required by the grants reporting requirements, public and private access to data, control over proprietary data, etc.

ACTION ITEM: Dan Hogan and the TRACS Outreach Committee will give a presentation about TRACS during several AFWA committee meetings during the North American Wildlife and Natural Resources Conference in Atlanta, Georgia.

ACTION ITEM: Michael Marcum will email the TRACS PowerPoint presentation to the JTF members.

IV. Update on the 75th anniversary celebration (Frampton)

- John Frampton will coordinate this effort.
- We are now celebrating the 75th Anniversary of the WSFR program. The celebration was officially “kicked off” during the SHOT show in Las Vegas.
- First, we must educate and find a better way to communicate with the state agency employees and then the industry partners and sportsmen.
- We must promote the link between the PR & DJ acts and the excise tax that is collected on ammunition, fishing, boating, and hunting equipment. The largest amount of PR money coming from the shooting sports, not hunting.
- Progress made:
 - Congressional sportsmen's caucus working with the WSFR office on a resolution.
 - Will be the theme of the NEAFWA conference in April.
 - Partnered with the Council to Advance Hunting & the Shooting Sports.
 - Interviewed industry leaders at SHOT show and ATA conference.
 - Suggestion: reach out beyond hunting/shooting industry and sportsmen to other businesses (oil and gas industry, mining industry).
 - Old motto: ~~User pay—user benefit~~; Now, the motto is User pay – public benefit.
 - Several retailers have been willing to advertise in their catalogues.
- AFWA will promote the 75th Anniversary Celebration during the Industry-Agency Summit in Denver CO in May 8th and 9th (travel days 7th and 10th).
- **ACTION ITEM:** The JTF will investigate its own capability of providing a clearinghouse of planned state activities to celebrate the 75th Anniversary that would be accessible by the Regions and state agencies. Joyce will follow-up with Christina Zarrella by end of February.

V. Update on the Council to Advance Hunting and the Shooting Sports (Creighton)

- Council is evaluating the community of hunters and shooters and looking at them in new ways (with a fresh view).
- Data can be used to measure effectiveness.
- 25 states as members at the end of 2011. Now, 4 more states have joined.
- Currently, the Council has a Board of 28 but that will increase to 32 members.
- Bill is currently working on the Council's strategic plan (should be completed in the next few months).
- Strategic Plan will be focused on communication to hunters and shooters. Council will use technology and data to improve products and services. The main pillars of the plan will be 1) “owning the experience”, 2) “owning the story”, 3) “owning the platform”, and 4) “owning the business”.
- 75th Anniversary Celebration will be a good opportunity to begin “owning the story.” Get the message out and it will help us recruit and retain hunters/shooters.

- The Council will explore options for collecting data and raising money for programs that benefit hunters and shooters in order to improve recruitment and retention.
- Council will help the states understand the return on investment on their recruitment and retention programs.
- **ACTION ITEM:** Michael Marcum will e-mail Mark Duda's recent hunting and shooting sports participation report out to the JTF members.

— **BREAK** —

VI. Draft guidance on eligible Recruitment and Retention activities and funding sources (Organ/Evans)

- Service staff prepared a draft white paper on recruitment and retention, which is on pages 7–11 of the meeting handout.
- We need to develop a product and send it out for comment.
- We need some clarification on what activities are allowable or unallowable.
- We also need feedback from the states and regional staff.
- It would be helpful to look at which grants have been rejected to better understand where problems exist. This will help us draft better guidance policies.
- How do we solicit that input? We will say something like, “Here is the guidance as we understand it. Now we need comments so we can determine if the problems exist in the guidance or the implementation of the guidance.”
- It would be helpful to have a clearer understanding/definition of what “recruitment and retention” means.
- **ACTION ITEM:** John Organ will solicit examples from Regions and Lisa Evans will solicit examples of grants that have not initially been approved from states by the end of February. John and Lisa will meet during the North American conference and draft white paper for JTF June discussion.

VII. Discussion About Email from Brian Bohnsack (Bambery)

- The person purchases the license and then gets a credit when they do their taxes that reduces the amt. of tax liability.
- State mail Listserv: Innovative license sales.
- Louisiana's approach: does not issue free hunting and/or fishing licenses to military personnel. State provides a refund regardless of whether they owe any taxes. Where is the refund coming from?
- The state can pay the license costs out of the state's general funds.
- Paying for the license and then getting a rebate.
- Cannot be a diversion of state fish and wildlife funds.
- Typical action: WSFR chief contacts the department and clarifies the issue.
2 Questions: validate that they are buying a license. Determine of state fish and wildlife office.
- **ACT 306 of 2007:** Act 306 (HB 428) amends R.S. 56:643(B) and enacts R.S. 47:297.9* to authorize a refundable individual income tax credit for noncommercial hunting and fishing licenses purchased by an active or reserve military service member or the spouse or dependent of the service member. Effective for taxable periods beginning on or after January 1, 2007.

- **R.S 47:297.9**

Reduction to tax due; amounts paid by certain military servicemembers and dependents for certain hunting and fishing licenses

A. There shall be a credit against individual income tax liability due under this Part for amounts paid by an active or reserve military servicemember, or the spouse or dependent of such servicemember, for obtaining a Louisiana noncommercial hunting or fishing license for themselves or their spouses and dependents...

Acts 2007, No. 306, §1, eff. July 1, 2007.

ACTION ITEM: Discussion About Email from Brian Bohnsack: Mike P. will follow-up with state (Louisiana).

VIII. Draft Query on the revised regulation on recreational boating access (Barnes/Bolton)

- Representatives of some organizations on the Sport Fishing and Boating Partnership Council are concerned about the changes in 50 CFR 80 on recreational boating-access projects.
- They want to restore language that required facilities to accommodate: (a) power boats with any size motor that can be reasonably accommodated on the body of water, and (b) boats with larger horsepower ratings if not in conflict with aquatic-resources management.
- The revised language is consistent with the law and the recommendations of nine State fish and wildlife agencies.
- Original intent was to accommodate power boats.
- Why did we change it? The language was only in the legislative report, not in the statute itself. Just because it is in a legislative report does not mean it is legally required. Only required if in the statute itself.
- A letter from the American Sportfishing Association, the Director's response, and the draft query are on pages 12-23 of the meeting handout. ASA is asking to restore the former language.
- The Service will query State fish and wildlife agencies on their opinion of the regulation before taking any action. They will have 60 days to comment.
- New language leaves it up to the states to decide whether to accommodate power boats.
- This issue was presented to SOBA but no comments were made.
- JTF conference call to discuss this issue?
- **ACTION ITEM:** The JTF needs input and hard data from states. Then, the JTF will discuss it by conference call. Then, the JTF will share input with the Sportfishing and Boating Partnership Council.

IX. What happens to the Federal share of proceeds from disposition of real property? (Mellinger/Barnes)

- Under specific conditions provided in regulation 43 CFR 12.71, a State fish and wildlife agency may sell real property acquired for the purposes of a grant, but the grantee must pay the Service its share.
- This share is based on the Service's percentage of participation in the cost of the original purchase.
- We instruct the state that they can market the property and it gets a percentage of the proceeds of the match amount it put into the grant. Money goes back to the state's PR fund and it stays within the state.
- Lands acquired by federal aid funds but can no longer be used for the purpose for which they were intended. Now the state wants to dispose of the land. State can keep the land, they can sell it, or the Federal Government can keep the land.
- 3 Options:

1. If the state keeps the land, it can replace the lands with other state wildlife lands of equal value.
 2. State sells the property. If the property sells for \$1M and the state's match amount was 25%, then \$75% would have to be returned to the USFWS.
 3. Federal Government keeps the land and the state gets paid back its match percentage out of the sale proceeds.
- In an audit finding, and the state is in a payback situation, is the money going back into the trust fund or to the general treasury?
 - If the money stays in the trust fund, to what extent is it available to the states? The money was apportioned to the state, so the state should get to use it later or treat it as program income.
 - USFWS will discuss this with the regional coordinators in future conference calls, but no other action needs to take place at this time.

— LUNCH —

Tuesday, Jan.31, 2012 – Afternoon

X. Easements on lands acquired with grant funds (Mellinger)

- State fish and wildlife agencies often receive requests for right-of-way easements across lands acquired with grant funds.
- Should we establish procedures for conveying a right-of-way easement different than those for disposing of other real property interests?
- Background material will be distributed at the meeting.
- 50 CFR 80. and 43 CFR 12.71 control this issue.
- What process must a State Wildlife Agency follow in order to grant a third party easement (right-of-way) over State Wildlife lands acquired in part with federal Wildlife Restoration funding.
- *Option 1:* The granting of an easement (right-of-way) over such lands (i.e. allowing the use of a road for access to an adjoining property owned by a third party) is the disposition of real property (defined at 50 CFR 80.2) that is no longer useful or needed for its original purpose (under 50 CFR 80.137) and in which the State must ask the Regional Director (FWS) for disposition instructions under 43 CFR 12.71 (which triggers a NEPA analysis).
- *Option 2:* The granting of such an easement (right-of-way) is a “commercial, recreational, or other secondary use of a grant funded parcel of land, that may or may not interfere with the authorized purpose of the grant which provided the funds with which the parcel of land was purchased (see 50 CFR 80.134(d)). If the easement does not interfere with the authorized purpose of the grant, then no further action is required. If the easement does interfere with the authorized purpose of the grant, then the State agency must restore the real property to its authorized purpose under 50 CFR 80.135.
- USFWS probably does not need to change the law or regulations but should have consistent application across the FWS regions.
- What, if anything, does the JTF want to do about this? The FWS regions have had different experiences and have handled them in different ways. We should give guidance to the regions.
- This topic is ripe for a Small Group discussion that will lead to a policy draft that will be distributed through the normal JTF process.
- **ACTION ITEM:** Appoint an Ad Hoc work group to work with WSFR Lands Team.

XI. Status of WSFR policies and regulations (Barnes)

- Table to be distributed at meeting.
- Table reflects status of USFWS policies and regulations.
- 50 CFR 80 was a huge accomplishment.

XII. Potential issue for future rulemaking: Can license revenue and grant funds be used for wildlife damage and predator control? (McGillivray)

- Service Manual chapters address this issue, but Montana Fish, Wildlife, and Parks requested that it be addressed in 50 CFR 80 because the State is vulnerable to a legal challenge without a regulatory basis for this work.
- A briefing statement will be distributed at the meeting. See Service Manual chapter 521 FW 1, Eligibility Standards for Wildlife Restoration, and 521 FW 2, Eligibility Standards for Sport Fish Restoration on pages 24 -29.
- Do the policies at 521 FW 1.8H and 521 FW 2.9G need to be changed?
- Do we want to incorporate these policies in 50 CFR 80 during the next rulemaking?
- Origin of policy: initiated by AFWA. State has to have control and expenditure authority to use funds for wildlife damage and predator control or it will be considered a diversion.
- At the time of the last rulemaking, Montana requested that this policy be added. But it was ultimately not added because it was felt that a comment period was necessary. Montana would like this addressed. We need to see if other states feel the same way.
- Earliest we could do a revision of 50 CFR 80 is 2 years from now.
- Would like to develop an ongoing list of sections that need to be revised/developed for the next rulemaking.
- **ACTION ITEM:** JTF will send out a call for issues to the states. This item will go onto a list accompanying the Letter from the Director and AFWA President before the North American Conference.
- Discussion about loss of control and eligibility standards. It's the state director's decision as long as it's within the agency's authority.

XIII. Potential issue for future rulemaking: Define "Technical assistance" and designate it in 50 CFR 80 as an eligible activity (Organ)

- Alabama Wildlife and Freshwater Fisheries requested that this be addressed in 50 CFR 80.
- See proposal on page 30 and 50 CFR 80.50 and 80.51 on pages 42 – 43 of the meeting handout.
- Technical guidance is absent in the language of eligible activities for WSFR funding in 50 CFR 80.
- We would like to define "technical assistance" prior to the next rulemaking and would like the states to provide some feedback on the proposal. We can send the proposed language out for comments in anticipation of future rulemaking.
- We will be providing the proposed language (and, if possible, some contextual/background information).
- **ACTION ITEM:** JTF will send out a call for issues to the states. This item will go onto a list accompanying the Letter from the Director and AFWA President before the North American Conference.

XIV. Potential issue for future rulemaking: Minimum revenue for multiyear licenses (Mellinger/Bambery/Barnes/Barton/Frampton)

- The language at 50 CFR 80.35(b) may prevent some States from counting their senior lifetime licenses.

- The language in question is: “The agency must receive net revenue from a multiyear license that is in close approximation to the net revenue received for a single-year license providing similar privileges ...”
- The Service will resolve the problem temporarily by asking the Director to send a letter to the State fish and wildlife agencies to clarify the language. See pages 50 CFR 80.35 on page 42.
- A draft letter to the states for the Director’s signature will be distributed at the meeting.
- Defines multi-year license as a fixed year or variable year (depends on your life expectancy) terms.
- Defines “close approximation” at 80% but could be anywhere from 50% to 99%. Close approximation is the language currently used.
- Want to give buyers of a multi-year license an incentive (cost incentive 20%) to buy the license.
- License must earn net revenue of at least \$1.
- If you have a combination license, you have to earn at least \$2 per year (\$1 for fishing, \$1 for hunting).
- This should be the topic of a Small Group Discussion.
- **ACTION ITEM:** Solicit input relating to the License issue discussed during the small group discussions and prepare a letter from the Co-chairs to AFWA’s President Jon Gassett. A copy will be sent to AFWA’s Executive Director Ron Regan. This letter will be discussed as a part of the JTF update during the Trust Funds Committee meeting and Hunting & Shooting Sports Participation Committee meetings during North American Wildlife Conference.

— **BREAK** —

XV. Potential issue for future rulemaking: Redefine capital improvement (Barnes)

- Raise the minimum-value of the construction or alteration of a structure from \$10,000 to \$25,000 for it to qualify as a capital improvement.
- Establish a minimum 10-year increase in useful-life for an alteration of a structure to qualify as a capital improvement.
- These changes would set common thresholds for when a State must (1) obtain the Service’s prior approval under the Cost Principles; (b) identify a useful life under 50 CFR 80.2; and (c) record a legally defined Federal interest in grant-funded real property in future Service-wide real property regulations.
- See the current definition of capital improvement at 50 CFR 80.2 on page 38.
- See Cost Principles language on capital improvements at 2 CFR 225, Appendix B, 15, on pages 53 – 54 of the meeting handout; 522 FW 18, Useful Life of Capital Improvements Funded by Federal Assistance Grants at pages 55 – 57 of the meeting handout; and the SF 424 D, Assurances – Construction Programs on pages 58 – 59 of the meeting handout.
- August 2011 – defined capital improvement for first time as a structure that cost at least \$10,000 or the alteration, repair, or improvement of a structure if it increases the structures useful value. In your grant proposal, you have to explain what the capital improvement is and explain its useful life. As a piece of real property, you have to record an interest in it.
- Introduced today so that JTF can give recommendations before next rulemaking on 50 CFR 80.
- These changes will make things easier for the states and the USFWS. This would be standard for all grant proposals.

- This needs additional discussion and the JTF needs additional background information from people with operational experience before this is sent out for comment and rulemaking.
- **ACTION ITEM:** JTF will send out a call for issues to the states. This item will go onto a list accompanying the Letter from the Director and AFWA President before the North American Conference.

XVI. Identify Small Group Topics and volunteers (Bolton/Hepler)

- Discussion About Easements – Everyone else
- Co-Chair Letter to Trust Funds and AFWA – Equity of Licenses – Carol, Lisa, Joyce
- TRACS discussion – Hannibal & Kelly

XVII. Small Groups Meet

— **ADJOURN** —

Meeting Adjourned at: 4:30pm

Wednesday, Feb. 1, 2012 – Morning

Meeting Commenced at: 8:00am

I. Call to order/Agenda repair (Bolton/Hepler)

II. Small groups continue work if necessary.

III. Small groups report with recommendations.

Easements Issue Small Group: Go through normal JTF procedures. Comment and rulemaking. Explain the existing regulations as they relate to easements (right-of-way); the deeded transfer of a real property interest to any other entity where the USFWS no longer has control over that property interest.

Recommendation: Setting out a chart of various interests (lease, license, easement) – define all possibilities and implications of each. JTF should appoint a committee out of the JTF to work with the Lands Committee (JTF Committee will include: Tom, John, Dave, Gary, Wayne, Larry M.). Action: JTF would appoint the committee. JTF committee will work on Lands Chapters.

Licenses Small Group: Letter and Motion for consideration at the Trust Funds Committee meeting during the North American Conference in Atlanta, GA. To be presented at AFWA’s business meeting. See License Cert. Letter to Gassett.

TRACS Small Group: Creation of an Ad Hoc Advisory Group. See TRACS charge.

— **BREAK** —

IV. Review of action items, and designate one individual to coordinate completion of each action item (Hepler/Bolton)

JTF Coordinator: Joyce Johnson appointed to coordinate future meetings.

- V. **Next JTF meeting in June in Alaska** (Bolton/Hepler): June 25-28 (meeting on 26th, 27th, 28th; travel dates on 25th and 29th). Meeting site: Anchorage, Alaska.

November 2012 – Denver – Wednesday Nov. 7th (noon) and 8th.

April 2013 – Early April for meeting with state coordinators and chiefs.

- VI. **Review meeting notes with Michael Marcum** (Bolton/Hepler/Presenters)

— **ADJOURN** —

Meeting Adjourned at: 11:30am