

Summary of Minutes and Action Items
The Invasive Species Advisory Committee Meeting
Wednesday, March 2, 2003
Day One

Location: Hilton Hawaiian Hotel
2005 Kalia Road
Honolulu, HI

PRESENT:

ISAC Members in Attendance:

Randall Stocker, Chair
George Beck
Gary M. Beil
E. Shippen Bright
Michael G. Buck
Barbara Cooksley
Diane Cooper
Lucius G. Eldredge

Jerome A. Jackson
Nelroy Jackson, Vice Chair
Marilyn Leland
David Lodge
Ronald R. Lukens
N. Marshall Meyers
Charles R. O'Neill
Willie Reed
Craig Regelbrugge
Sarah Reichard
Linda M. Sheehan
Duane Shroufe
Jeffrey Stone

National Invasive Species Council Staff:

Lori Williams, Executive Director
Phil Andreozzi, Program Assistant
Kelsey Brantley, Program Analyst
Gordon Brown, DOI Liaison
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:

Governor Linda Lingle
Earl Campbell, USFWS
Nate Holly, CNM, USFWS, BTS Program
Christy Martin, Coordinating Group on Alien Pest Species & the IS Committee of HI
Rachel Muir, USGS
Cecilia Smith, University of Hawaii
Dave Thomas, Forest Service
Donna Turgeon, NOAA, DOC
Brad Welch, NPS, Fort Collins
Mindy Wilkinson, Department of Land and Natural Resources
Peter Young, HISC, Chairperson

March 2, 2004 **Transcript Summary** (page numbers refer to the transcript page number for 03/02/04; transcript files available upon request)

Agenda

- I. Welcoming Remarks / Introduction, Randall Stocker**
- II. Overview of Meeting Agenda/ Materials, Lori Williams**
- III. ISAC Officers Activity, Randall Stocker and Nelroy Jackson**
- IV. Review of Progress on previous ISAC Action Items and Approval of Minutes, Diane Cooper**
- V. NISC Staff Report, Lori Williams**
- VI. Remarks from NISC Principals, Jim Tate**
- VII. Welcome Governor Linda Lingle**
- VIII. Recognition for Pathways Team, Hilda Diaz-Soltero**
- IX. Hawaiian Invasive Species Programs and Activities, Michael Buck and Lu Eldredge**
- X. Hawaiian Invasive Species Council, Peter Young**
- XI. Hawaiian Invasive Species Groups, Cecilia Smith, Mindy Wilkinson, Christy Martin**

LUNCH

- XII. Invasive Species Performance-based Crosscut Budget, Phil Andreozzi**
- XIII. Discussion and Recommendations**
- XIV. ISAC Members' Forum**

BREAK

- XV. International and Prevention Update, Gary Beil and Richard Orr**
- XVI. Revision of National Management Plan and Five Year EO Review, Lori Williams**
- XVII. Meeting Logistics and Announcements, Lu Eldredge**
- XVIII. Public Comment**

Summary of Minutes for 03/02/04

<u>Section</u>	<u>Key Points</u>
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I. Welcoming Remarks/Introductions

- R. Stocker brought meeting to order and meeting participants introduced themselves.
- R. Stocker announced that the ISAC Secretary, Ann Bartuska and Faith Campbell are no longer with ISAC and that Michael Buck will be leaving in the near future. David Lodge and Barbara Cooksley will also be leaving ISAC (Pages 5 – 13).

II. Overview of Meeting Agenda/Materials

- L. Williams announced agenda changes including Governor Linda Lingles' arrival at 10 am (Pages 14 – 15).

III. ISAC Officer Activity

- R. Stocker announced that D. Cooper will act as interim ISAC Secretary following A. Bartuska (Page 14).
- N. Jackson reported on the work of the Steering Committee and on three significant events which occurred since the previous ISAC Meeting: The Invasive Plants in Natural and Managed Conference, the Heinz Center Nominative Task Group and the National Invasive Weed Awareness week events (Pages 14 – 20).

IV. Review of Progress on Previous ISAC Action Items and Approval of Minutes

- On behalf of Bill Dickerson, L. Williams reported that the cost share letter (regarding the APHIS proposal that States share in the cost of emergency, quarantine and compensation costs when a pest is declared a quarantined pest), went forward. That action item has been completed because the Hill has decided not to go forward with the cost share, at least for this budget year (Page 21).
- D. Cooper announced that the Chief Executive Officer Committee will develop a formal proposal for submission to ISAC, regarding the development of a strategy statement on a more effective engagement and participation by agencies with responsibilities over various transportation modes (Page 22). It was decided that this item would be carried over to the next ISAC Meeting.
- ISAC accepted the Pathways report regarding the draft document under consideration – to be forwarded to NISC for “test driving”. The Prevention Subcommittee is responsible for this action (Page 24).
- ISAC was asked to look over the International Invasive Species contacts under tab 4. R. Orr received feedback and the collected numbers were added.
- R. Orr asked the meeting participants to submit their names or the names of individuals that are willing to serve on the joint Prevention Committee with the Aquatic Nuisance Species Task Force (ANSTF) and the Risk Assessment and Screening Committee (Page 25 – 26).

- ISAC members interested in working as a principal investigator under NSF on putting together an International Invasive Species Workshop for Asia, should contact Frances Lee (Page 26). Beijing, China is the location that was chosen for this workshop.
- ISAC members and their organizations interested in partnering with the Bioeconomic Research Associates on the Biology and Borders were requested should contact R. Orr (Page 27).
- Send comments on ranking criteria for control and management to C. Dionigi.
- L. Williams will distribute oversight document to ISAC by November 7, 2003 (Page 29).
- H. Diaz-Soltero will send notice to ISAC of Forest Service's workshop on invasive species research.
- Get the Department of Homeland Security (DHS) on board (Page 30). L. Williams announced that the letter was sent requesting that DHS name a Policy Liaison to the Council and a number of informal contacts have been made with DHS.
- The letter definitions has been submitted, discussed and will be revised (Page 32).
- At the end of each ISAC Meeting the action items will be summarized in bullet form on a flip chart.
- ISAC and NISC staff will decide on the meeting dates for upcoming ISAC meetings.

V. **NISC Staff Report**

- L. Williams welcomed A. Cherry as the new Communications expert who will be detailing with NISC from USDA (Page 36).
- L. Williams reported on the significant progress on the NEPA Guidance (Page 38).
- L. Williams updated ISAC on the NISC workplan for the year and upcoming individual staff work plans (Page 40).
- L. Williams also spoke on the Federal Advisory Committee Act (FACA) and FACA member ethics (Page 42).
- L. Williams will distribute a copy of the FACA document, regarding ethics to all ISAC members (Page 46).
- L. Williams also updated ISAC on the nomination process for new ISAC members (Page 46).

VI. **Remarks from NISC Principals**

- J. Tate emphasized the importance of clarifying the definitions of what is invasive or non-native and stressed the importance of being aware of what it means to be a part of an advisory committee, as well as the importance of about which issues ISAC is providing advice (Page 49).
- J. Tate announced that the American Institute of Biological Sciences is holding a program on invasive species in mid-March, 2004.

- In addition, J. Tate announced the upcoming Team Tamarisk Meeting in Albuquerque, NM from March 31 – April 2, 2004 (Pages 64 – 65).

VII. Welcome Governor Linda Lingle

- P. Young the Chairperson of the Hawaiian Invasive Species Council, introduced Governor Linda Lingle of Hawaii (Page 52). Governor Lingle spoke about the importance of fighting invasive species issues in Hawaii and reported that a bill was signed to create the Hawaii Invasive Species Council in 2003 (Page 58). Prevention, eradication, detection, research and outreach are the proposed goals of the proposed legislation. Governor Lingle stated that she is seeking \$5 million for invasive species from the State of Hawaii, as matching funds.

VIII. Recognition for Pathways Team

H. Diaz-Soltero gave ISAC a progress report on recent USDA actions concerning invasive species (Page 66).

- USDA recognizes the importance of outreach which is evident in the one-year USDA public affairs detail that USDA provided to the Council.
- There is also a USDA effort to include an FY 2006 budget crosscut initiative that will help to strengthen the invasivespecies.gov website.
- USDA is also working on an FY 2006 crosscut initiative to invest \$3 million in site-specific economic studies of invasive species.
- The Chief of the Forest Service has selected invasive species as one of the five threats to Forest Service lands and all of the forests of the United States and will soon unveil an invasive species strategy (Page 68).
- H. Diaz Soltero is supporting L. Williams on working on a systematic prioritization of a three-year action plan related to the National Management Plan (Page 69).
- There is work being done on raising awareness and engagement that will increase the support of senior leaders at USDA in regards to invasive species issues.
- There is also a proposal that has been submitted for a CSREES innovation grant that will start the development of an integrated best management training for all Federal agency personnel.
- H. Diaz-Soltero mentioned a handout on a request for proposals for an additional \$1.4 million that USDA's ERS will be giving out for economic studies on the best strategies or programs on invasive species at USDA (Page 71).

BREAK

IX. **Hawaiian Invasive Species Programs and Activities**

M. Buck introduced three speakers on invasive species in Hawaii: C. Smith, M. Wilkerson and C. Martin (Pages 76 – 77).

LUNCH

X. **Local Hawaiian Groups**

- C. Smith highlighted the issues that make Hawaii a novel case compared to the continental United States regarding invasive species issues. In addition, C. Smith talked about Hawaiian principles concerning respecting and conserving the environment (Pages 77 – 89).
- M. Wilkinson gave an historical overview of Hawaii’s native species as well as non-native and invasive species (Pages 92 – 104).
- C. Martin presented on the partnerships in Hawaii regarding fighting invasive species issues (Page 107 – 129). C. Martin gave an overview of the Coordinating Group on Alien Pest Species (CGAPS), which is a statewide partnership that includes state and federal agencies. C. Martin also gave an overview on the island-based invasive species committees.

XI. **Invasive Species Performance-based Crosscut Budget**

- P. Andreozzi updated ISAC on the crosscut budget for 2005 (Page 154). P. Andreozzi announced that the general categories section of the crosscut budget will be divided into seven categories:
 - Prevention
 - Early detection/ rapid response
 - Control and Management
 - Education and Outreach
 - Leadership/international cooperation
 - Research
 - Outreach

P. Andreozzi is currently waiting on details regarding invasive species, in the President’s budget and updated information from all of the various federal agencies. He is also asking for more extensive qualitative information on “success stories” from various federal agencies.

ISAC made a recommendation to NISC that during the crosscut budget process the following three points that should be addressed:

- (1) An overall rationale should be developed for the crosscut;
- (2) Crosscut budget should recognize the importance of State grants to improve existing invasive species surveys (Page 215);
- (3) Avoidance costs should be considered as a possible performance measure of prevention activities and programs (Page 218).

XII. Members' Forum

- L. Sheehan asked for comments and then signatures of ISAC members acting as individuals, regarding the letter to U.S. Governor's on the Commission on Ocean Policy (Page 231).
- R. Lukens suggested that with regard to draft documents, NISC could contact the staff of the Aquatic Nuisance Species Task Force (ANSTF) and have information distributed to all the regional panels with some time frames for any responses (Page 232).
- C. O'Neill announced that the Pathways Report will be mailed to ISAC and the NISC staff.

BREAK

XIII. International and Prevention Update

- R. Orr announced that he will have the monthly International Invasive Species Activity Report distributed to everyone within the next couple of weeks as a way to communicate what activities are taking place in the international community. He announced some important upcoming international meetings (Page 244). Also, as soon as R. Orr gets permission from the author, he will email the final paper from Steve Pullen of the USCG regarding ballast water exchange and management (Pages 244 – 248). R. Orr will pass on the U.S. position of invasive species issues at Kuala Lumpur.
- It was recommended that NISC invite the Peace Corps to the next ISAC meeting in Washington, DC (Page 263).
- R. Orr will make the information related to all of the meeting activities that he attended available to ISAC (Page 264).

XIV. Revision of National Management Plan and Five-Year EO Review

- Regarding the Five-Year Review, OMB has requested that instead of responding to a request to make minor revisions to the Executive Order, they would first like the Five-Year Review of the Executive Order (EO) as called for in the EO.
- 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. Logistics and Announcements

- L. Eldredge gave updates on the logistics for the reception at the Bishop Museum Nature Conservancy of Hawaii (Page 285).

XVI. Public Comment and Meeting Wrap-up

- D. Cooper listed the resulting action items (Page 293 – 294):
- ISAC needs to review the NISC workplan.

- L. Williams will send out a copy of the FACA guidelines.
- L. Williams will follow up on what the agencies are doing in regards to “do no harm”.
- NISC staff will print out, copy and distribute the The Hawaii Invasive Species Council presentations to ISAC.
- ISAC recommends a four year strategic plan and a response and explanation from the Department of Commerce on the 40 percent decrease in the NOAA invasive species budget.
- ISAC will comment on making minor changes to the list for the Crosscut budget
- Response on increase in the delegation regarding invasive species meetings in other countries that N. Jackson raised to R. Orr (will get a response from Richard Orr).
- NISC will invite the Peace Corps for an informational visit with ISAC
- ISAC recommendations and input on the five year review of the Executive Order – (provide input on process, specific items, authorities, etc).

Meeting adjourned at 4:52 pm

Summary of Minutes and Action Items
The Invasive Species Advisory Committee Meeting
Wednesday, March 3, 2003
Day Two

Location: Hilton Hawaiian Hotel
2005 Kalia Road
Honolulu, HI

PRESENT:

ISAC Members in Attendance:

Randall Stocker, Chair

Gary M. Beil

E. Shippen Bright

Michael G. Buck

Barbara Cooksley

Diane Cooper

Lucius G. Eldridge

Jerome A. Jackson

Nelroy Jackson, Vice Chair

Marilyn Leland

David Lodge

Ronald R. Lukens

N. Marshall Meyers

Charles R. O'Neill

Willie Reed

Craig Regelbrugge

Sarah Reichard

Linda M. Sheehan

Duane Shroufe

Jeffrey Stone

Suzanne Case, TNC, HI

Bruce Casler, TNC, HI

Teresa Dawson, Environment Hawaii

Jen Eldridge, USFWS

Mark Fornwall, USGS

Nate Holly, USFWS

Lloyd Loope, USGS

Rachel Muir, USGS

Tea Peneman, Maui Invasive Species
Committee

Cecilia Smith, University of Hawaii

Donna Turgeon, NOAA, DOC

Brad Welch, NPS

Mindy Wilkinson, DNR, HI

Peter Young, HISC, Chairperson

National Invasive Species Council:

Lori Williams, Executive Director

Phil Andreozzi, Program Assistant

Kelsey Brantley, Program Analyst

Gordon Brown, DOI Liaison

Anna Cherry, Public Affairs Coordinator

Chris Dionigi, Asst Director (Domestic)

Hilda Diaz-Soltero, USDA Liaison

Mary Josiah, Secretary

Richard Orr, Asst Director (Int'l)

Others in Attendance:

Earl Campbell, USFWS

March 3, 2004 **Transcript Summary** (page numbers refer to the transcript page number for 03/03/04; transcript files available upon request)

Agenda

- XIX. Welcoming Remarks/Introductions** Randall Stocker, ISAC
- XX. Brown Tree Snake Update** Earl Campbell, Fish and Wildlife Service and Nate Holly
- XXI. Communications Report** Anna Cherry and Hilda Diaz-Soltero

BREAK

- XXII. Control and Management Committee**, Nelroy Jackson
- XXIII. Control Priority Guidelines**, Chris Dionigi
- XXIV. Tamarisk Conference**, Gordon Brown and Nelroy Jackson
- XXV. Early Detection System for Hawaiian Aquatic Species**, Donna Turgeon, DOC/NOAA and Lu Eldredge
- XXVI. Legislative Updates**, Lori Williams and George Beck

LUNCH

- XXVII. Executive Order 13112 – Five Year Review**, Lori Williams
- XXVIII. Members Forum**, Randall Stocker
- XXIX. International Maritime Organization**
- XXX. Field Trip Preview / Logistics**, Lloyd Loope, USGS and Earl Campbell
- XXXI. Upcoming ISAC Meetings**, Diane Cooper
- XXXII. Public Comments**, Randall Stocker
- XXXIII. Closing Comments and List of Action Items**, Randall Stocker and Diane Cooper

Summary of Minutes for 03/03/04

Section Key Points

- XVII. Welcoming Remarks/Introductions**
 - Introductions were made (Pages 5 -9).
- XVIII. Brown Tree Snake Update**
 - E. Campbell gave an overview on the Brown Tree Snake (BTS) issue in Guam and described the BTS Program as a regional and collaborative project between many federal agencies. In his presentation, E. Campbell highlighted human health, economic, ecological and potentially international impacts of the BTS issue in Guam (and its potential to spread to other areas, including Hawaii). E. Campbell also described the methods of BTS interdiction, control and reduction of the BTS in Guam (Pages 9 – 31).

- N. Holly talked about the public education and awareness efforts in the Commonwealth of the Northern Marianas Islands (CNMI). N. Holly gave a brief history of the BTS in the CNMI and described the implementation of the BTS public education and awareness campaign (Pages 31 – 43).
- E. Campbell gave a quick update on the work of the Aquatic Nuisance Species Task Force (ANSTF) work on the behalf of Don MacLean and spoke briefly about ANSTF regional panels, management plans, force, working groups and other educational and outreach communication efforts (Pages 44 – 47).

XIX. Communications Report

- A. Cherry introduced herself as the new Communications Coordinator at NISC and discussed some of her goals for NISC. Among them are developing a “brand name” recognition for NISC and listed a number of other goals:
 - I. creating consistency in outgoing NISC publications,
 - II. enhancing and promoting the NISC website,
 - III. creating a basic NISC style guide,
 - IV. working on the species of the month for the website, and
 - V. drafting a NISC Communications plan in regards to the NISC message and audience, and
 - VI. getting involved in outreach and educational projects and creating interactive bulletin boards on NISC website (Pages 47 – 64).
- C. O’Neill handed out and discussed a formal recommendation from ISAC, signed by the chairman of ISAC to NISC, to recommend an invasive species of the month so that A. Cherry can use as an informational and communications tool (Pages 57 – 58).

XX. Control and Management Committee

- The Vice-Chair, N. Jackson, proposed that the effort be re-focused and that the guidelines re-written by a single author so that there’s more consistency in style. In addition, the guidelines should be condensed to about four or five points per question, per section so that it is usable by managers in the field. ISAC acknowledged the work that was done on the guidelines and directed the subcommittee to revise and submit a more simplified focused document for final approval at the next ISAC meeting (Pages 64 – 82).

XXI. Control Priority Guidelines

- S. Reichard suggested that the Control and Management Committee refine and clarify Section C in trying to apply the science and technology guidelines by looking at what the Nature Conservancy and NatureServe has been working on for plants. S. Reichard is willing to share what her group at the University of Washington has worked on.
- N. Jackson will present L. Williams with a copy of the draft with his written

comments and specific recommendations (Pages 73 – 74).

- ISAC decided to redirect the draft back to the Control and Management Subcommittee for further action, before it can be forwarded to the National Invasive Species Council for recommendations to be used by agencies (with the caution that since it is being re-directed back to the Subcommittee, this will delay the process since it has to be discussed at the next ISAC meeting).

XXII. Tamarisk Conference

- G. Brown addressed ISAC on the upcoming conference entitled, “Team Tamarisk Cooperating for Results (Pages 82 – 93).” G. Brown elaborated on the focus and purpose of the conference and discussed the desired objectives. G. Brown also discussed the concept of a digital-based map that utilizes GIS technology to map the location of Tamarisk and it’s potential to spread (Page 84).

XXIII. Early Detection System for Hawaiian Aquatic Species

- D. Turgeon reported on work on detecting and recording invasive species in Hawaii (Pages 93 – 118). D. Turgeon has worked with L. Eldredge on a crustacean volume and they currently have developed a website that contains reports of unusual species and are currently working on linking and consolidating a myriad of databases from various multi-agency sources (Page 98). This approach may be used as a model for other ED&RR systems.

XXIV. Legislative Updates

- L. Williams presented the most recent legislative developments and thanked The Nature Conservancy for their legislative summaries. L. Williams introduced speakers that highlighted significant developments regarding Tamarisk, and the aquatic species bills (Page 118 – 119).
- G. Beck reported on H.R.2707, which is the house bill on Tamarisk (Page 119). G. Beck also reported on two weed bills which are before Congress: Senator Craig’s S.144 and Congressman Hefley’s H.R.119 (but not expected to move forward).
- R. Orr reported on the aquatic species bills: H.R.1080 and S. 525.
- M. Meyers gave an update on state legislation (Page 122). M. Meyers suggested that all laws or regulations that are enacted or adopted involving invasive species be tabulated and consolidated into an electronic form, in order to be posted on a website. This would reduce duplication efforts and increase accessibility and better coordination between federal and state efforts. M. Meyers will coordinate with C. Dionigi (Page 123).
- B. Welch represented the National Park Service and reported on two programs that monitor invasive species: the exotic plant management teams and the inventory monitoring program (Page 129). B. Welch will send an electronic copy of the final version of the conceptual framework for a forest service strategy on invasive species that would tie directly to the National

Management Plan to L. Williams and will give her a supply of the glossy printed ones.

BREAK

XXV. Executive Order 13112 – Five Year Review

- Before the Executive Order was discussed, L. Williams presented departing ISAC Officers and members with plaques and shirts for their contributions on ISAC (Pages 139 – 142). The ISAC officers and members who received plaques included:
 - David Lodge
 - Nelroy Jackson
 - Michael Buck
 - Barbara Cooksley
 - Randall Stocker

- During this session, ISAC recommended that NISC implement an invasive species of the month public information/education program. This would be a series of monthly press releases to appropriate media outlets in addition to the additions to the top page of the www.invasivespecies.gov website. Coordination with federal department principles and the various federal agencies involved in invasive species activities will be required (Page 147). ISAC discussed and refined the list of recommendations that would be submitted to NISC.
 - An introduction and repackaging of the list of crosscut initiatives would make it a more effective vehicle for communicating overall NISC priorities. A rationale for the choice of the ten projects should be provided. The rationale should describe how the ten projects were selected and how they relate to the portfolio that reflects the nine priority areas of the National Management Plan.
 - NISC should strongly promote the use of cost avoidance to evaluate the performance of prevention initiatives.
 - NISC should urge all the agencies (including EPA) to commit much more attention to risk assessments; and NISC should work toward risk assessments that are transparent, quantitative and repeatable (Page 173).
 - NISC should request all federal agencies to explain existing grant programs.

XXVI. Members Forum

- G. Beil updated ISAC on the international work group meeting (Page 178). The working group plans to be in regular communication with R. Orr about meeting and forums on invasive species in the international arena.
- M. Meyers updated ISAC on various issues concerning the pet industry and some upcoming public awareness programs (Pages 180 – 185).

- L. Eldredge announced that Oahu has established a National Invasive Species Council.
- M. Leland announced that the Western Regional Panel is planning to have a meeting in Anchorage, Alaska in September (Page 187).
- B. Cooksley asked ISAC to be mindful of the private land user and private decision-makers in invasive species issues (Page 188).
- R. Lukens announced that the Gulf of Mexico regional panel meeting will be held in Mobile, AL on March 31, 2004 (Page 189). He also suggested someone interface with EPA about the possibility of the use of National Estuary Programs.
- L. Williams will send Mike Slimak of EPA an email about this issue.
- C. Regelbrugge gave an update on the water gardening industry, the nursery and floriculture research initiative, and two invasive species projects that are currently being funded through that initiative (Page 190 – 193).
- L. Williams discussed the ISAC nomination process (Page 195).
- C. O'Neill announced two upcoming ANSTF meetings. One is in May 2004 and will be held in Rhode Island and the other is in Ireland in September, 2004 (Page 196).
- N. Jackson suggested that we consider including a topic on the next ISAC agenda concerning a vision for prevention, public outreach over the next 10 years (Page 197).
- L. Sheehan recommended opening up for final comments, a scoping exercise where people could provide comments on what they think the agencies are doing with respect to causing actual harm through their activities, as called for in section 2(a)(3) of the Executive Order.
- N. Jackson recommended that before the next ISAC Meeting all of the NISC Policy Liaisons give ISAC some idea of what their job descriptions are and what their agency priorities are for invasive species. He then requested that they all attend the next ISAC Meeting and stay for the full two days (page 200).
- S. Bright suggested that the outgoing ISAC members create a list or letter to ISAC about the things that they would hope ISAC include on our future agendas.
- L. Sheehan also presented a draft of a letter that would be sent on behalf of individual ISAC members in order to send a message to U.S. governors as they review the draft commission on the U.S. Ocean Commission Policy Report (Page 202). This letter is not an ISAC letter, but would come from individuals within ISAC.

XXVII. Field Trip Preview / Logistics

- L. Loope gave a context of the Monday freedom at the Haleakala National Park and E. Campbell gave a field trip preview and logistics for the upcoming field trip on the Big Island (Page 215).

XXVIII. Upcoming ISAC Meetings

- L. Williams proposed to change the next ISAC Meeting date from June to October. It was decided that October 13 through 15, 2004 would be the best choice for the ISAC meeting and October 25 through 27, 2004 would be the backup dates (Page 237).

XXIX. Public Comments

- L. Williams requested volunteers to act as co-chairs of Subcommittees since M. Buck and B. Cooksley are leaving. Please speak to L. Williams if interested in volunteering as a co-chair of a Subcommittee (Page 238). E. Campbell briefed ISAC on Big Island field trip.
- ISAC reviewed and refined the list of recommendations to NISC (Pages 242 – 252).

XXX. Closing Comments and List of Action Items

- The Control and Management Subcommittee will review and recommend changes to ISAC on the draft control priority ranking guidelines. Sarah Reichard and Ron Lukens will offer comments to the committee (Page 253).
- Plan for a visioning exercise in upcoming ISAC meetings: Where do we want to be in 10 years? Steering Committee will add this to the agenda for the October ISAC meeting.
- Solicit public comment input on the agency efforts relative to the National Management Plan's requirement of "do no harm" (page 255).
- The Policy Liaisons should attend upcoming ISAC meetings with position descriptions and review their strategic plans for their agencies and what their agencies are doing on invasive species.
- At the upcoming ISAC meeting, ISAC should be talking and envisioning a way to transition ISAC into the next administration. ISAC should discuss specific strategic plans, and how NISC and ISAC are going to present their work to the new administration.
- It was suggested that a leadership and coordination committee be created in order to explore the question of how ISAC will review the draft NEPA guidance (Page 258).
- Comments on the NISC Staff Workplan – S. Bright will send reminder to this group that the workplan is in their book. ISAC should take a look at the workplan and make some suggestions.
- R. Stocker raised the questions of the status of the the definitions letter that ISAC needed to approve (Page 261).
- R. Stocker said his farewell as Chairperson of ISAC.

ISAC Action Items

1. NEPA guidance post-NISC review – follow-up with Leadership and Coordination Task Team
2. NISC work plan review by ISAC+members
3. FACA guidelines presentation to ISAC – by L. Williams
4. Follow-up on what agencies are doing to avoid "no harm"

5. HISC presentations to be distributed to ISAC (including HISC 4-year Strategic Plan) – by Michael and L. Williams
6. Response/explanation from DOC (NOAA) on 40% budget decrease – by D. Wilkinson
7. Crosscut budget input-changes, issues, ISAC involvement in “tweaking” initiative list cost-avoidance discussion under prevention -ISAC members submitted to NISC on bulleted list
8. Involve Regional Panels in review process by soliciting comments on ISAC/NISC products (aquatic-specific)
9. GISP response to increasing delegation (diversity) to other countries (currently to S. and W. Africa) – to do by R. Orr
10. Invite the Peace Corps for an informational visit with ISAC – to do by L. Williams
11. ISAC recommendations and input on Five-Year Review process of EO- provide input on process, specific items, authorities- ISAC comments are due now.
12. ISAC recommends that NISC develop an award program that highlights efforts by states/regions. To be discussed at the next ISAC Meeting.
13. Formalize a proposal to NISC from ISAC regarding a “species of the month” program - Letter presented at meeting and submitted to NISC on bulleted list
14. The Control and Management Subcommittee will review and recommend changes to ISAC on the draft Priority Ranking Guidelines (Sarah and Ron will offer comments to committee).
15. Plan for a “visioning” exercise in upcoming ISAC Meeting. “Where do we want to be in 10 years?”
16. ISAC 2 and 3 to discuss at future meetings, administration transition
17. Solicit public comment/input on the agency efforts relative to the NMP’s requirement of “do no harm”
18. Have the Policy Liaisons attend the next ISAC meeting and present strategic plans from their respective agencies.

Meeting Adjourned at 4:38 pm