

**INVASIVE SPECIES COUNCIL
MINUTES - SPECIAL MEETING**

April 25, 2007

Natural Resources Building, Room 537
Olympia, Washington

INVASIVE SPECIES COUNCIL BOARD MEMBERS PRESENT:

Wendy Brown	Department of Natural Resources
Joan Cabreza	U.S. Environmental Protection Agency – via teleconference
Clinton Campbell	U.S. Department of Agriculture
Barbara Chambers	U.S. Department of Agriculture – via teleconference
Dana Coggon	Kitsap County Noxious Weed Coordinator – via teleconference
Bob Koch	Franklin County Commissioner – via teleconference
Gene Little	Washington Noxious Weed Control Board
Randall Marshall	Department of Ecology – via teleconference
Bridget Moran	Department of Fish and Wildlife
Brid Nowlan	Washington Invasive Species Coalition – via teleconference
Tom Root	Department of Transportation
Niles Seifert	U.S. Coast Guard – via teleconference
Mary Toohey	Department of Agriculture

CALL TO ORDER:

Bridget Moran called the special meeting to order at 2:00 p.m. Welcome announcements and introductions were made. Bridget reviewed the agenda and noted that the meeting was called to address the discussion and approval of the questionnaire and cover letter only.

DISCUSSION OF QUESTIONNAIRE

Council members expressed confusion regarding the number sequencing on the questionnaire and would to explain why the questionnaire may skip respondents from one question to the end of the survey.

- Can the question numbers be hidden to avoid confusion?
- Others would like to have the project definition or program definition explained in the cover letter, an instruction sheet included at the top of the questionnaire, or explained in the email that is sent with the questionnaire.
- Be upfront about the fact that we are going to have overlaps.

Add the word *Council* and the word *Washington* to the title on the front page.

Include *current activities* to the description paragraph on the first page of the questionnaire.

The summary at the end is more confusing than helpful. We do not need to provide the link at the end of the questionnaire that sends you to the summary page – remove it.

Question #1 – No changes.

Question #2 - What is the difference between county and local government? Use *City/County* and take out *Local Government*. Instead of *University* should we say *Academic*? When using the option *Other* indicate (*specify below). Include an asterisk and remove the word *please*.

Question #3 - Some people might get frustrated by the required fields. Can we have a required question field that just includes name, email and phone number? The other fields will be optional in a separate question.

Approval to link website can be a *yes* or *no* option in a question separate from the other contact information question.

Question #4 - No changes

Section II – Include explanation that there is an opportunity for 10 project/program entries.

Question #5 – No changes.

Question #6 – Do we want to include a list of the counties or do we want them to prioritize? At this time leave the long county list option – no changes. Include instructions that can pop up in a dialogue box and mention that the limit is 10 projects.

First option should be *All Counties* rather than *All Above* at the end. Could we include a picture of the map or a link to a map with all of the counties in Washington for reference? Members decided a map was unnecessary. Decision made to list all counties.

What if a project is dealing with salt water only? All counties have a water boundary.

Question #7 - Include (*Check all that apply*) next to the title of the question and include an *All* option so that they do not have to click on each option individually.

Question #8 – Idea was posed to use a box that has drop down years that goes back to a certain year. The weed boards have been around for years, since the 1800's, so that may be too cumbersome.

How about the start, end and ongoing option? Decision made to include the *Ongoing* option.

Question #9 – Is this question really needed? What if they have more than 5 partners? We could have one large text box so that they can list as many as they want. Provide examples of a partner in the instructions (contributor, funding, management, GIS support, in-kind). This will provide a qualitative view of the survey information.

Question #10 - Fresh water, marine, estuarine and terrestrial could all be listed. Does this really matter? We could include a box so that they could choose both. Set so that both can be clicked at once and that will not be needed. Keep focus on simplicity instead so that we don't have to change. Add (*Check all that apply*).

Question #11 – Include *Plant, Animal*, and then *Other*, rather than listing *Virus* and *Bacterial*. Then we can follow-up with people if they choose *Other*. The more categories we give people the more we will confuse people. Include (*Check all that apply*) in the title of the question.

Question #12 – This is a really important question and will be really helpful. Include (*common, scientific, and noxious weed class*) then list 1,2,3,4,5 down the left hand side rather than listing common or scientific name next to each text box.

Question #13 – Option posed to list less than \$50,000; \$50,000 – \$100,000; \$100,000 – \$500,000. Members decided to stay with (*approximate annual project/program budget*).

Question #14 - Include (*Check all that apply*) in the title of the question. Allow *Other* to have a text box and include (*Please specify*). Include *City/County* and remove *Local Government*.

Add a question that asks: Is this a legally mandated program/project? List this question immediately following question #5.

Question #15 - Instruction should include (*Skip to next question or section on Partnership rather than listing the section number*).

*Test to ensure that you can go back make changes and have them show up in the final copy.

Question #16 – Use the term *create* educational materials rather than *do you have* educational materials.

What about external or internally? If we leave it the way it is then the education committee can go back and follow up on what these documents are. Members decided to not include external or internal options.

Question #17 – It is important to keep this question because our role is to coordinate.

Conclude the questionnaire with: Thank you for submitting your questionnaire to the WISC. The results will be published online and sent to you shortly. If you had more than 10 projects you will have to return to a new survey. Then list the appropriate contact information if respondents have questions.

If possible change the word *Done* to *Submit*.

Questionnaire Cover Letter

The original letter contains information that presumably many of the recipients already know. The new starting paragraph grabs people's attention more. If there are other slight revisions let staff know, but keep it as close to the latest version as possible. Staff will send out a final version to Council members today.

Use the term *Detect* rather than *prevent*.

Include the term *existing* in front of invasive species in the 6th paragraph.

The Council will be emailed a version of the final cover letter and questionnaire when they are sent out to the recipient list.

The questionnaire and cover letter as revised were approved by consensus of the Council.

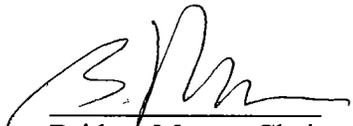
Adjourned:

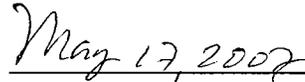
Meeting adjourned at 3:30 p.m.

Next meeting:

May 17, 2007, 9:00 A.M.
Natural Resources Building
Room 172, Olympia, WA

Washington Invasive Species Council Approval:


Bridget Moran, Chair


Date