

# **Aleutian Islands Waterways Safety Committee**

## **Convening Workgroup**

### **DRAFT Meeting Summary**

#### **June 28, 2017**

#### **Attendees:**

LT David Parker, U.S. Coast Guard, Sector Anchorage  
Aaron Poe, Aleutian and Bering Sea Islands LCC  
Geoff Merrell, Alaska Department of Environmental Conservation  
David Arzt, Alaska Marine Pilots Association  
Mayor Frank Kelty, City of Unalaska  
Andrew Mew, Alaska Maritime Agencies  
Tim Robertson, Nuka Research and Planning Group  
Sierra Fletcher, Nuka Research and Planning Group  
Sara Nichols, Nuka Research and Planning Group

#### **May 16 Meeting Summary**

A Motion to approve the Meeting Summary of May 16, 2017 as presented was passed with no objections. (DA, AM)

#### **Draft Charter Review**

Developing a Committee Charter is the focus for this meeting. Although using the sample provided from the Cook Inlet Harbor Safety Committee (CIHSC), the Workgroup considered each section in depth and ensure relevance to the Aleutian Islands Waterways Safety Committee (AIWSC). It is the facilitator's suggestion that the CIHSC Charter be used only as a rough guideline for structure and that AIWSC can take away lessons learned from previous Committees.

#### **Mission Statement**

Discussion regarding the length of the CIHSC Mission Statement versus a shorter mission statement. General consensus was to keep something similar to the first sentence as the mission with a discussion of the purpose or methods to follow.

Some concern was voiced regarding the regulatory connotations of "Standards of Care" as opposed to "Best Practice." Both phrases are common language within Harbor Safety Committees, nationwide, and there is language later in the document that specifies the Committee is not regulatory.

General consensus of the group was to strike "Standards of Care" and move the last four paragraphs of the Mission Statement closer to the section describing Organization and Structure, under a heading titled "Purpose".

Mr. Merrell cautioned the group that a Waterways Safety Committee is fundamentally different than a Harbor Safety Committee and that this process is an opportunity to shape the Aleutian Islands Waterways Safety Committee specific to the area.

## **Geographic Scope**

Mr. Robertson referred the group to slides 6-9 of the PowerPoint Presentation which included maps of areas previously raised as options for the geographic scope. The map on slide 8 depicting the Aleutian Islands Subarea includes the Pribilofs and utilizes existing political lines, and was the preferred portrayal of the Geographic Scope for the group.

The group agreed to mirror the Aleutian Islands Subarea Plan for establishing the Geographical Scope of the AIWSC. Nuka Research will draft a scope proposal using those boundaries, though not referring to the "Subarea" specifically.

## **Organizational Structure**

The group discussed the organizational form as a 501c (3), Non-profit Corporation. Based on other harbor and waterway safety committees.

The group agreed to move forward with establishing a 501c (3) for the Aleutian Islands Waterways Safety Committee. Nuka Research will begin this process and have it ready for the Initial Board of Directors when it is convened.

The group reviewed the proposed structure of this for the Board, Committee, and Workgroups. They agreed that voting members should not represent a specific organization or company, but they represent an interest group or stakeholder group. Conversely, the Ex-Officio Members (Non-voting) are representatives of their respective Federal and State government entities.

The group agreed to structure the AIWSC using the same hierarchy as CIHSC, with a Managing Board administrating the organization and overseeing the Committee, and various workgroups developing work products to be brought before the Committee for consideration.

Sections 4.2.1 and 4.2.2 were supported in their context by the group. LTjg Parker voiced concern about overall workload for the U.S. Coast Guard if they were to play the same role as for the CIHSC where they took the lead in drafting the Harbor Safety Plan. He would like to see more deliberation in the process by voting members of the group, people who are invested in the Committee. Mr. Robertson stated that there needs to be more people willing to participate so that important documents like the Harbor Safety Plan are not created in a "vacuum."

General consensus of the group was to not exclude non-voting members from workgroups but make sure they are not doing it alone.

Section 4.3 of the Example Charter specifies two standing workgroups of the committee but the organization is not limited to that number.

The group agreed to revise language to make it clear that other work groups could be established as needed. Work group chairs will not be specified in the Charter.

## **Section 4.4 Secretary**

The group agreed that the WSC should designate a Secretary from its membership.

### Section 5.1 Membership Voting

The group agreed to start with their own list of Membership seats as opposed to working off of the CIHSC list. Given the logistics of meetings, it was agreed to keep the number of seats to a realistic and manageable number. The Board of Directors can add seats by amending the Charter, if necessary.

### Way Forward

Nuka will circulate a poll amongst the workgroup participants to compile ideas and responses with regard to Membership Seats, both Voting and Ex Officio. Mr. Kelty specified that the National Oceanic and Atmospheric Administration (NOAA), and Alaska Department of Fish and Game (ADFG) should be Ex Officio members. He also suggested that having only one seat representing the Commercial Fishing Industry would be very limiting given the variety of vessels and waterway usage that industry encompasses.

### Review Action/Decision Items

- Mission Statement – keep something similar to the first sentence as a mission statement; move the rest of the paragraphs into a section called “Purpose”, striking the phrase “Standards of Care” and using only “Best Practice” in its place.
- Geographic Scope – Utilize the boundaries established in the Aleutian Islands Subarea Plan (Slide 8 of PowerPoint Presentation)
- Organization & Structure - Create a 501c (3) Corporation for the AIWSC, and use the Managing Board/Committee/Workgroup tiered structure as laid out and utilized by the CIHSC.
- Workgroups – clarify the language to allow for more flexibility in number of workgroups and their leadership.
- Secretary – make this position a Committee designation, and remove USCG requirement
- Membership Seats – This dialog will continue via email over the next month, with Nuka compiling the responses and sending it around for consideration.

### Next Meeting

Tentatively scheduled for July 27, 9AM, but Nuka will firm that up via email when the meeting summary is circulated.

Meeting Adjourned 11:04 AM