

# **Aleutian Islands Waterways Safety Committee Convening Workgroup**

## **Meeting Summary FINAL**

**May 16<sup>th</sup>, 2017  
Teleconference**

### **Attendees:**

Captain Paul Albertson, U.S. Coast Guard, Captain of the Port, Sector Anchorage  
Commander Hector Cintron, 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

### **Opening remarks**

The Aleutian Islands Waterways Safety Committee (AIWSC) is an important initiative for safe navigation in the region.

### **Purpose of the meeting and role of Nuka Research**

This group will convene the organization we are currently calling the Aleutian Islands Waterways Safety Committee (AIWSC). The purpose of the meeting is to agree on a roadmap for establishing the Committee itself.

Nuka Research and Planning Group has been contracted as a facilitator, and is not a decision-maker in this process. This role includes facilitating meetings and the logistics involved, organizing and teeing up information for group decisions, administrating the website, providing a point of contact, keeping records, and managing the grant that is funding this process.

### **The role and expectations of the Convening Workgroup**

The purpose of this Convening Workgroup is to recommend an organizational structure and identify the board of directors for a new AIWSC that will be entirely independent of the U.S. Coast Guard (USCG) or any other state or federal government agency. (These agencies will likely remain involved as non-voting, *ex officio* members of the committee going forward.) The USCG, Alaska Department of Environmental Conservation (ADEC) and the Fish and Wildlife Service (FWS), while being 100% in support of the establishment of the

AIWSC, must remain neutral. Their role is to support and promote the AIWSC, not control it.

The AIWSC Convening Workgroup is an ad-hoc group that will decide upon and create the initial Board of Directors for the AIWSC. Convening Workgroup members are asked to provide input based on their experience and knowledge of the region and maritime activities, with the goal of establishing an effective, sustainable organization. It is anticipated that group decisions will be based on consensus. Meeting summaries and other information will be shared on the AIWSC website with the concurrence of all members of the Convening Workgroup. The Convening Workgroup is expected to complete its functions over the course of 3 – 5 teleconferences between now and the fall of 2017 and then disband.

### **Key Actions/Decisions**

The Convening Workgroup needs to decide/act on the following:

- Name of the organization
- Geographic scope
- Organizational structure and participation – *how Board seats will be designated (and key stakeholder groups)*
- Board of Director structure and initial membership
- Develop Committee Charter
- Advise on Bylaws – *but leave these to the Board once established*
- Share information with the public throughout the process

Both Alaska Native groups and the commercial fishing industry, while not directly represented on the Convening Workgroup, are recognized as significant stakeholders in the region and will have a representative at the table following the Convening Workgroup process.

### **Items to Disseminate**

A draft news release announcing the formation of the AIWSC will be reviewed by the USCG legal team and will be distributed to participating workgroup members for final review and approval.

The website will serve as a repository for information to be shared with the public. It will be the “file box” for all documentation and the public record of the AIWSC. The names of the Convening Workgroup will be added to the website, now that all have met and agreed to participate.

### **Action Item Review**

- Nuka Research will add the names of Convening Workgroup participants to the AIWSC website

- Participants will review and concur on the wording of the News Release once distributed; Nuka and USCG will disseminate to the media and members of the public once final wording is agreed upon.
- Participants will review the sample Charter and Bylaws for consideration at the next meeting

### **Next Meeting**

All in attendance agreed that the last week of June is the best timeframe to use in developing the next meeting date.

### **Adjourn**

Meeting adjourned at 3:08PM.

### Meeting Materials:

- Convening Workgroup – Proposed Road Map
- Example Committee Charter
- Example Bylaws
- Proposed News Release