

Anne Timm (USFS)	Ian Pfungsten (USGS)	Kevin Leftwich (USFS)
Mark Frey (NPS)	Mike Allen (MD sea grant)	Polly Weigand (NY DEC)
Ray Fernald	Edna Stetzar (DE F&W)	Sara Whitney (PA sea grant)
Steve Miniken (USFWS)	Jonathan McKnight (MD DNR)	Jay Kilian (MD DNR)
Ray Frederick (EPA R2, ord)	Margot Cumming (CRC)	

1) Overview of MAPAIS SOP revisions; set schedule/protocol for review/comment

- Highlights:

- Reached out to other panels for updating SOPs
- Send comments and edits to Ray Fernald, Mike Allen and Margot Cumming **By 4/30/18**
- revisions in May, final proposal to be posted June 1 -15, vote on revised SOPs during July meeting
- Run through of sections:
 - Scope and Purpose: No comments
 - Mission Statement: No comments
 - Officers: No comments
 - Staff Support/ Fiscal Agent: No comments, but further changes to come re: MD Sea Grant
 - Ad Hoc Committees: No Comments
 - Membership: soliciting “titles” for levels of membership
 - Discussion on how members are selected and voting procedures
 - Designate one person per agency w/ alternate
 - **Anne Timm: include language that allows for over the phone or email voting** (note; the current draft does provide for electronic voting by email, mail, electronic survey, and fax; but does not accommodate voting by phone)
 - Funding: No comments
 - Meeting Procedures: No comments
 - Annual Reports: No Comments
 - Amendment of Procedures: No comments

2) MAPAIS Membership and ListServe Updates

- New NY Member – starting in June (Polly Weigand will represent NY until new Coordinator for the Long Island Invasive Species Management Area [LIISMA] is onboard.)
 - NJ Rep – starting soon (Chris Smith, DEP)
 - Working on Members from WV and DC
 - Finalize by end of April
- 3) Solicit Reviewers for 2018 SGP applications submitted per our RFP
- Currently out – deadline of **May 1** for submissions
 - i. Margot will coordinate review process
 - ii. If willing to review, reach out to Margot and Ray
 - iii. Review for voting at July meeting
 - Volunteers: Anne Timm, Jay Kilian, Edna Stetzar
- 4) USGS/NAS Regional View of Mid-Atlantic AIS
- Want to keep subset view or have an option to see full distribution?
 - i. Options to turn on or off adjacent state layer
 - ii. Publish link on website
 - iii. Potential to present at joint session with Mississippi River Basin Panel at Snakehead Symposium
- 5) Website Issues:
- Starting in June, google will begin flagging website as non-secure
 - i. Pay more to become secure on current server platform
 - Proposal to migrate to a MD SeaGrant service to host securely in operating plan
 - i. ExComm approval to migrate to MDSG service
- 6) Update/Poll/Registration re: July 2018 MAPAIS Mtg / Snakehead Symposium - Update Regarding November 2018 MAPAIS Mtg / Mid-Atlantic Lakes AIS Forum
- Pass around information to any interested parties
 - <https://fisheries.org/events/first-international-snakehead-symposium/>
 - <https://units.fisheries.org/va/the-first-international-snakehead-symposium/>
 - Link to SurveyMonkey re: availability for MAPAIS meeting
 - i. <https://www.surveymonkey.com/r/KDRM8TT>
- 7) Mid-Atlantic Lake Forum: being planned in association with November MAPAIS meeting
- Week of November 13
- 8) Chair and Vice Chair nominations will be set up in July to vote in November