



Atlantic States Marine Fisheries Commission

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201

703.842.0740 • 703.842.0741 (fax) • www.asmfc.org

James J. Gilmore, Jr. (NY), Chair

Patrick Kelihier (ME), Vice-Chair

Robert E. Beal, Executive Director

Vision: Sustainably Managing Atlantic Coastal Fisheries

MEMORANDUM

October 24, 2017

TO: Commissioners; Proxies; Atlantic Menhaden Management Board, Atlantic Menhaden Technical Committee, Atlantic Menhaden Advisory Panel, Interested Parties

FROM: Robert E. Beal *REB*
Executive Director

RE: Atlantic Menhaden Meeting: November 13 – 14, 2017 (TA # 17-133)

The Atlantic States Marine Fisheries Commission's Atlantic Menhaden Management Board will meet November 13-14, 2017 at **The BWI Airport Marriott** located at 1743 West Nursery Road, Linthicum Heights, Maryland. Meeting materials are available on the Commission website at <http://www.asmfc.org/files/Meetings/AtlMenhadenBoardNov2017/AtlanticMenhadenBoard.pdf>. Supplemental materials will be available November 1st at www.asmfc.org/home/meeting-archive.

A block of rooms is being held at **The BWI Airport Marriott**. Cindy Robertson will make Commissioner/Proxy reservations and will contact you regarding the details of your accommodations. **Please notify Cindy of any changes to your travel plans that will impact your hotel reservations, otherwise you will incur no-show penalties.** We greatly appreciate your cooperation.

For all other attendees, please reserve online or call The BWI Airport Marriott at 410.859.8300 as soon as possible and mention the Atlantic States Marine Fisheries Commission to obtain the group room rate of \$159.00 plus tax single/dbl. Please be aware that you must guarantee your room reservation with a major credit card or one night's advance payment. **Hotel reservations must be made by Friday, October 27, 2017. Room availability will not be guaranteed beyond this date.** Cancellations at The BWI Airport Marriott must be made prior to 48 hours of arrival to avoid penalty. If you have any problems at all regarding accommodations please contact Cindy at 703.842.0740 or at crobertson@asmfc.org.

The proceedings of the Atlantic Menhaden Management Board will be broadcast daily via webinar beginning Monday, November 13th at 1 p.m. and continuing until the conclusion of the meeting (expected to be 5 p.m.) on Tuesday, November 14th. The webinar will allow registrants to listen to board/section deliberations and view presentations and motions as they occur. No comments or questions will be accepted via the webinar. Should technical difficulties arise while streaming the broadcast the boards/sections will continue their deliberations without interruption. We will attempt to resume the broadcast as soon as possible. To register, go to <https://attendee.gotowebinar.com/register/5185069623952037379>.

I look forward to seeing you at the meeting. If the staff or I can provide any further assistance to you please call us at 703.842.0740.

Enclosures: TA #133 and Travel Reimbursement Guidelines

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Atlantic States Marine Fisheries Commission

Atlantic Menhaden Management Board Meeting

November 13 – 14, 2017

The BWI Marriott

Linthicum, Maryland

Public Comment Guidelines

With the intent of developing policies in the Commission's procedures for public participation that result in a fair opportunity for public input, the ISFMP Policy Board has approved the following guidelines for use at management board meetings:

For issues that are not on the agenda, management boards will continue to provide opportunity to the public to bring matters of concern to the board's attention at the start of each board meeting. Board chairs will use a speaker sign-up list in deciding how to allocate the available time on the agenda (typically 10 minutes) to the number of people who want to speak.

For topics that are on the agenda, but have not gone out for public comment, board chairs will provide limited opportunity for comment, taking into account the time allotted on the agenda for the topic. Chairs will have flexibility in deciding how to allocate comment opportunities; this could include hearing one comment in favor and one in opposition until the chair is satisfied further comment will not provide additional insight to the board.

For agenda action items that have already gone out for public comment, it is the Policy Board's intent to end the occasional practice of allowing extensive and lengthy public comments. Currently, board chairs have the discretion to decide what public comment to allow in these circumstances.

In addition, the following timeline has been established for the **submission of written comment for issues for which the Commission has NOT established a specific public comment period** (i.e., in response to proposed management action).

1. Comments received 3 weeks prior to the start of a meeting week will be included in the briefing materials.
2. Comments received by 5:00 PM on the Tuesday immediately preceding the scheduled ASMFC Meeting (in this case, the Tuesday deadline will be **November 7, 2017**) will be distributed electronically to Commissioners/Board members prior to the meeting and a limited number of copies will be provided at the meeting.
3. Following the Tuesday, **November 7, 2017 5:00 PM deadline**, the commenter will be responsible for distributing the information to the management board prior to the board meeting or providing enough copies for the management board consideration at the meeting (a minimum of 50 copies).

The submitted comments must clearly indicate the commenter's expectation from the ASMFC staff regarding distribution. As with other public comment, it will be accepted via mail, fax, and email.



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TRAVEL AUTHORIZATION

TA No. 17-133

Charge To: 0296000IATM

Approved by:

Meeting Name: Atlantic Menhaden Management Board Meeting

Meeting Date: NOV-13-2017 - NOV-14-2017

Meeting Location: Linthicum, Maryland

Hotel Details: BWI Airport Marriott, 1743 W. Nursery Rd. Linthicum, Maryland 21090 Reservations: 410.859.8300 or 800.228.9290. Identify Atlantic States Marine Fisheries Commission

Cutoff Date: OCT-27-2017

Per Diem: Hotel: \$159 sgl/dbl Meals: \$64 (\$16/\$17/\$31)

Mileage Rate: \$0.535/mile, eff. January 6, 2017. Rental cars must be specifically authorized.

Airport Transportation: Located next to Baltimore Washington Int'l Airport, hotel offers free 24-hour shuttle service Ronald Reagan Washington Nat'l Airport (DCA): 38mi.

Local Transportation:

Basic Guidelines: In consideration of the Commission's budget please attempt to select the most reasonable airfare. You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to attend all meetings; all others are eligible for reimbursement to attend board/committee meetings of which they are a member. If the distance from your office to the meeting site is under 35 miles, ASMFC will not reimburse hotel, mileage or per diem but may reimburse any miscellaneous expenses that would not normally occur during a work day (i.e., parking, tolls). ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business.

Parking: Self parking at \$5.00/day

Reimbursement: You must submit an ASMFC travel voucher with receipts within 30 days of the final day of travel. Electronic travel vouchers and scanned receipts are preferred and should be sent to accounting@asmfc.org. Vouchers and receipts will also be accepted via snail mail if emailing is not an option.

General Notes: Complete ASMFC Travel Reimbursement Guidelines can be found at http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines_Jan2017.pdf and the Electronic Travel Voucher: http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan17.xlsx Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis	Addison, Nancy	Alexander, Mark
Allen, Russ	Altman, Thad	Andrzejczak, Robert
Appelman, Max	Ballou, Bob	Beal, Robert
Berger, Tina	Blazer, David	Borden, David
Boyle, Philip	Boyles, Robert	Brady, Doug
Bull, John	Bush, David	Carson, William



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Authorized Travelers:

Clark, John	Coit, Janet	Colden, Allison
Cromer, Ronnie	Davenport, Catherine	Davis, Braxton
Dean, Rachel	Drew, Katie	Duval, Michelle
Estes, Jim	Fegley, Lynn	Ferrara, Sarah
Fote, Tom	Gary, Marty	Geer, Patrick
Giannini, Colleen	Gilmore, Jim	Grout, Doug
Hasbrouck, Emerson	Herrighty, Larry	Kaelin, Jeff
Kane, Raymond	Keliher, Pat	Kerns, Toni
Kersey, Robert	Langley, Brian	Maniscalco, John
Mccawley, Jessica	Mckiernan, Dan	Mcmurray, John
Mcnamee, Jason	Meserve, Nichola	Miller, Roy
Miner, Craig	Nimmer, Chad	Nowalsky, Adam
O'Brien, Ed	O'Reilly, Rob	Orndorf, Bill
Patterson, Cheri	Peake, Sarah	Pierce, David
Pugh, Craig	Reid, Eric	Rhodes, Malcolm
Saveikis, David	Schick, Kyle	Sosnowski, Susan
Stein, Dana	Steinburg, Bob	Stewart, Lance
Stuart, Richard	Train, Stephen	Ware, Megan
Watters, David	White, Ritchie	Woodward, Spud
Zeman, Chris	Ziobron, Melissa	

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Travel Reimbursement Guidelines

Following are guidelines for use when traveling on Atlantic States Marine Fisheries Commission business. If, after reading these guidelines, you have questions that remain unanswered, please call Laura Leach at the Commission (703)842-0740.

When you receive a travel authorization from the Commission, it will list your name as eligible for reimbursement. It is your responsibility to make your travel arrangements, based on meetings that you are required to attend. For example, if the Commission is meeting in Maine, you live in Georgia, and your meeting begins at 10:00 a.m., you will need to arrive the day before. You will probably need to stay over the night of your meeting, if it ends at 5:00 p.m. or later. If, however, you have a meeting that lasts 4 hours on one day but you stay at the meeting all week, you will not be reimbursed for expenses that are incurred outside of your meeting.

The basic guidelines for travel are outlined on the travel voucher. Additional details:

- *“Per Diem”* varies by location of the meeting, and will be listed on each travel authorization.
- *“Transportation Fares”* covers airfare, train, bus or rental car utilized for getting to the meeting. *Please try to find a reasonable airfare by researching different airports and airlines.* If you would like staff to help, please give us a call.
- *Rental cars* used AT a meeting must be specifically authorized by ASMFC.
- *“Mileage”* is currently \$.535 per mile (effective 1/1/17). You may claim mileage when using your privately owned vehicle as transportation to and from the meeting; as well as to and from your departure terminal.
- *“Incidentals”* of \$5.00/day cover maid, shuttle or bellman tips; however taxi tips are part of the taxi expense.
- *“Other Expenses”* covers expenses not specifically listed (i.e. the registration fee for the annual meeting).

Please note that all expenses must be itemized separately on the travel form which can be found at http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan17.xlsx. Original receipts must be provided for all expenses claimed, except for meals. Your airline itinerary is not an acceptable receipt; you must submit the “passenger receipt” from the actual ticket. For electronic tickets (e-tickets), we will accept a copy of your confirmation; or simply your boarding passes if you only have a confirmation number. Receipts for all tolls, cabs, and parking must be submitted in order to receive reimbursement for those charges. Any toll, cab, or parking charges lacking a receipt will be disallowed. EZ Pass statements will be accepted as a valid receipt for tolls. **If you received pre-approval for a rental car that correspondence must be submitted with your travel voucher.**

If you make your hotel reservation after the cutoff date and cannot get our negotiated rate, the Commission cannot pay the higher rate that the hotel will charge, unless there are mitigating circumstances such as a request issued by ASMFC, after the cut-off date, to attend the meeting.

If you attend a meeting that is within 35 miles of your office, you will not be reimbursed for mileage or meals; however, you will be reimbursed for parking, tolls, or other expenses that you would not normally incur on a regular work day.

Your voucher must be submitted within thirty days of the last day of the meeting. Please attach original receipts when submitting by U.S. mail; if forwarding electronically, please scan receipts and include as an attachment to the electronic voucher, to accounting@asmfc.org.