

**HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE
MEETING AGENDA**

March 9, 2024, 10:00 AM - 3:00 PM

CWU SURC Room 137A, Ellensburg

IAC Members – Representing		WDFW Staff	Guests
Region 1	John Cushman	Kris Thorson Hunter Education Division Specialist Steve Dazey Region 1 Hunter Education Field Coordinator Nick Montanari Region 2 Hunter Education Field Coordinator Aaron Garcia Region 3 Hunter Education Field Coordinator Bill Montgomery Region 6 Hunter Education Field Coordinator	
	Yolanda Lanting (Virtual)		
Region 2	Wanda Chrisman		
	Bob Hunt		
	Eric Lauver		
Region 3	Randy Absolon		
	Sam Grubbs		
Region 4	Liz Crain (Virtual)		
	Mikel Edwards (excused)		
	Evan Windom		
Region 5	Herb Jessen		
	Jim Sevier (excused)		
Region 6	Jim Fitzgerald		
	Blayde Fry (Virtual)		
	Tani Iwashita (excused)		
HERO	Butch Buffaloe (Virtual)		
WHEIA	John Malek (Virtual)		

⦿ **Member Introductions (*Kris Thorson, 15 minutes*)**

- ⊕ All the IAC members and staff in attendance introduced themselves and which region they are from.

⦿ **Meeting Ground Rules Reminder (*Kris Thorson, 15 minutes*)**

- ⊕ The reason for the ground rules is to ensure everyone can share with the group.
- ⊕ This will help the group hear all voices.
- ⊕ These ground rules will make it more standard across all advisory groups.
- ⊕ The ground rules are:
 - Assume others have the best intentions and are contributing in a positive, constructive manner.
 - Foster trust and model civility.
 - Negative or corrective comments towards other members is not permitted
 - Be hard on the issues, not on the people
 - Be open to others' perspectives and new ideas
 - Be present and engaged
 - Minimize digital distractions
 - Respect time
 - Start and end on time
 - Follow the agenda
 - Keep stories relevant to the topic being discussed
 - Respect others' privacy
 - Share air time
 - Staff will track hands for comment to ensure each member gets their time to provide input on the topic being discussed.
 - Teams chat should be used for supplemental info like weblinks, documents, resources, or positive remarks like "agreed" or "I support". Members should ask questions or make comments verbally because some members cannot access the teams chat during the meeting.
 - Empower group and facilitators to manage the agenda and enforce rules
 - A staff member will monitor raised hands and call on members in the order the hands are raised.
 - Bring your humor, and have fun

⦿ **Advisory Group Member Compensation and Reimbursements Update (*Kris Thorson, 30 minutes*)**

- ⊕ There were a few questions that other advisory groups had on the new advisory member compensation and reimbursements.
- ⊕ The first question that was asked was:
 - Is the compensation only for meetings or is it all activities associated with their service on the group?
 - Compensation would be for any work assigned to them by Department staff for purposes of advisory group. So, working on work plan items (that have been approved and assigned by you or

another appropriate Department staff person) and other related work would be eligible for compensation.

- ⊕ The second question that was asked was:
 - Would the compensation of the members for their work on the advisory groups move them out of volunteer status and move them to another category like contract employee or part time employee status?
 - They are still considered volunteers. However, they do need to register as a vendor through OFM to get payment. If an advisory member receives \$600 or more in a calendar year, the IRS requires a 1099-MISC form (Miscellaneous income) for tax purposes.

⊕ The new form will be used from now on to get reimbursement from WDFW for advisory group expenses.

⊕ Members need to fill out the information on the front side of the Workgroup Compensation and Reimbursement Form.

⊕ They will also need to enter the number of hours at the meeting and the number of miles (round trip) on the back of the form. They then need to sign where it says requestors signature.

⊕ Kris will take these at the meeting and complete the costs before forwarding the forms to the travel desk staff for processing.

⊕ Kris will also start providing these forms filled out for IAC members at future meetings to ensure that they are easily readable for the travel desk staff to ensure quick compensation and reimbursement.

⊙ **IAC member roundtable and communications with regional instructors (*Kris Thorson, 15 minutes*)**

⊕ Instructor feedback to IAC re: news/issues/concerns related to teaching, COVID SOP, all-online course, minimum age, etc.

⊕ Evan has talked to the Region 4 folks and has heard that there have been some negative comments from the emails WDFW sent regarding chief instructors to be the paper police and the encouragements to hold more classes putting more strain on the instructors who are currently holding classes.

- Aaron asked the group if they would be receptive to having a digital signature form process and the group was supportive of the idea.
- Evan commented that the digital form is the second question that should be asked with the first question being why instructors are not completing the current form.

⊕ Sam had heard from an instructor who was looking for a new team in region 3 and he forwarded it to Aaron.

⊕ Blayde asked about the 5-year background check form and how it seems to be quite redundant because WDFW should have the information.

- Staff will discuss this issue internally and possibly create a new form for renewals or editing the current form to make it easier for renewals.

⊕ Blayde also asked if there was an easier way to report non-instructor teaching hours.

- Kris pointed Blayde to the forms on the instructor website and informed the IAC that the staff are looking into this problem for PST hours as well.
- ⊕ Sam and Evan attended a new team's traditional class at the Cedar River Bowmans club and helped give the new team some pointers.
- ⊕ There was a discussion about the PST process and how we can make that easier.
 - Aaron asked how we could make the process easier.
 - Evan suggested making a tool that would more easily connect chiefs that need instructors and instructors wanting to teach could more easily connect with teams in need.

⊙ **2024 Terry Hoffer Firearms Safety Award Recap (Kris Thorson, 30 minutes)**

- ⊕ The 2024 Terry Hoffer Firearms Safety Award nominations were open until January 31, 2024.
- ⊕ WDFW staff members met on February 21 to discuss the nominees and narrow the nominations to three choices for the selection committee.
- ⊕ This year, WDFW only received four nominations for the award.
- ⊕ WDFW does not know why there were only four nominations.
- ⊕ It could be that the online only class messed with some of the instructor's early classes because it was still available until June 1, 2023.
- ⊕ Kris and the field coordinators will be meeting with the selection committee on March 19.
- ⊕ Kris will be sending the information on the nominees to the selection committee next week.

⊙ **Lunch (60 minutes)**

⊙ **Policy manual updates (Kris Thorson, 60 minutes)**

- ⊕ Kris sent the policy manual with the draft changes to the IAC on March 4.
- ⊕ The draft has all the track changes that the IAC has recently discussed as well as some new updates.
- ⊕ Kris also created a document that tracks changes to make it easier for instructors to quickly identify which policies changed and then they can quickly review the changes.
- ⊕ He asked the IAC members if they thought any changes would to the Policy Manual Changes document would make it easier for the instructors to understand?
 - The group thinks the document will work for the instructors and will be a good addition for the future.
 - Butch asked if the question at the last meeting had been clarified for on the first aid training requirements from Department of Labor and Industries.
- ⊕ A new addition to the policy manual that the IAC membership hadn't seen is the inventory additions.
- ⊕ The three pieces that WDFW worked on recently were the Inventoried Assets, Loaning of Inventoried Assets, and Transfer of Inventoried Assets Policies.
- ⊕ These policies are to help address a situation we had in 2023 of not knowing which instructor had borrowed equipment from an instructor who passed away.

- ⊕ We also created the Temporary Loan of Inventoried Assets form to help instructors track which assets were loaned to other teams.
- ⊕ Randy suggested removing specific names in the policy manual like John Wisner.
- ⊕ He also suggested that we check with John to see if there were still DVDs for loan.
- ⊕ Herb asked about students providing a \$20 cash deposit for a student deposit.
 - Staff will do some research and will report back.
- ⊙ **Instructor Incentive Permits for Teaching Year 2025 (*Kris Thorson, 45 minutes*)**
 - ⊕ The 2024 incentive permits were drawn on Feb 21 by Amy and Jan with Kris watching the process.
 - ⊕ In the 2024 incentive permits document, WDFW noted that the 2025 permits will revert to the historical teaching tables:
 - Table 1 – Any instructor who has been certified for the last three consecutive years
 - Table 2 – Instructors may submit one application for two online field skills evaluation courses held during August, September, October, and/or November. A maximum of three applications may be submitted for table 2.
 - Table 3 – Chief instructors who are the chief instructor for five or more classes in 2024
 - Table 4 – Any instructor can apply
 - ⊕ Since we already know what the 2025 incentive permits will look like table wise, WDFW wants to get a jump on the 2026 incentive permits and determine if we want to change the table requirements or incentivize other teaching needs.
 - ⊕ In 2019, the attendance rates for the hybrid class were 62.9 percent and the attendance rate of the traditional class was 37.1 percent.
 - ⊕ In 2023, the attendance rates for the hybrid class were 64 percent and the traditional class attendance rate was 36 percent.
 - ⊕ WDFW has heard for many years that we may want to look at the permit table requirements and possibly revamp the tables or requirements for application.
 - ⊕ The department will need to know of any changes before November if there will be changes to the table structure so WDFW can inform instructors of the change in the 2025 permits document.
 - ⊕ Kris provided possible ideas on changes that included adding a traditional class incentive, lowering the chief class requirements from 5 classes to 2 classes, teaching one class in each quarter of the year, or some other teaching qualification.
 - ⊕ Aaron thinks the lowering of the chief instructor requirement may increase the number of chief instructors for classes.
 - ⊕ Butch talked about possibly incentivizing spring classes because of turkey season.
 - ⊕ Randy thinks the chief instructor table requirements would be good to reduce the class requirements from 5.
 - ⊕ The permits seem to be fine as is to IAC but the department may need to look at or focus on the possible problem.

- Another issue brought up was posting classes sooner rather than later.

⊙ **National Hunting and Fishing Day (NHFD) Update (*Kris Thorson, 15 minutes*)**

- ⊕ WDFW will be holding the 2024 event at the Cowlitz Public Shooting Range in Castle Rock WA on September 28 from 9am-3pm.
- ⊕ We are planning on having 500 youth attend the event.
- ⊕ Kris and Amy are working with WDFW's new event coordinator to plan the event.
- ⊕ Amy gave out save the date cards at the Portland and Puyallup sports shows.
- ⊕ WDFW will be translating the poster and save the date cards into Russian, Spanish, and Vietnamese for outreach in the surrounding area.
- ⊕ The range can have 20-gauge shotguns, .22, .223, air rifle, archery, and bb guns available for the youth.
- ⊕ There is a plan to have a fishpond at the event with trout for the youth to catch.
- ⊕ Amy and Kris will provide updates throughout the year to the IAC.

⊙ **Adjourn**