1. **IAC Structure**
   - What it means to be a formal Advisory Group (like MHAG, GMAC)
   - IAC officers (chair, vice-chair, secretary)
   - Charter, by-laws, etc.
   - Communication avenues
     - Between IAC & WDFW
     - Between IAC & instructors
     - Between instructors & WDFW (webpage)
   - Annual work plan
   - Meeting dates; standard/regular?
   - Etc.

2. **Hunter Education Instructor Policy Manual -- 2nd Discussion of Review Draft**
   - Should instructor applicants be required to complete and pass a Hunter Education class before being certified?
   - Timing for Instructor Corps review, leading to summer 2014 implementation

3. **Student Manual**
   - Status of quick-fixes & corrections
   - Need for a major overhaul?

4. **Agency Request Legislation**
   - Legislation package update
   - No-Show – update
     - Average annual % rate & extreme cases
     - Potential solutions (legislation, additional instructors, bigger on-line classes, etc.)

5. **Distribution of IHEA Quarterly Newsletter**

6. **WDFW-Kalkomey Meeting -- update**
   - Changes to Student Manual
   - Changes to Hunter Education Event Manager
   - New products available, coming

7. **Region 4 Field Coordinator – update**
8. Instructor Needs
   o What can WDFW do to make the jobs of Instructors easier, more productive, and more enjoyable?

9. On-line Field Skills Evaluation Classes
   o Use of flip charts & booklets that reflect PowerPoint info *(Steve Mills)*
   o Chief Instructor training *(Steve Mills)*

10. Ideas to Increase the Number of Instructors & Classes
   o On-line Skills Evaluation Classes
      ▪ How can WDFW best promote more involvement by existing Instructors
   o Hunter Ed Instructor Orientations
      ▪ Advertise & hold “orientation” meetings in key locations as a prelude to actual completion of an Instructor Application
   o Market the need for instructors on WDFW’s Hunter Ed webpage and/or media
   o Efforts or incentives to get referrals from the existing instructors?
   o Master Hunters
      ▪ Capitalize on the 200 MHs that have expressed interest in becoming instructors
      ▪ Solicit additional certified instructors from the MH pool, &/or promote use non-certified MHs as helpers
      ▪ Using Master Hunters or instructors to help do Hunter Ed class administrative work *(George Coulbourn)*
   o “Fast track” Chief Instructors to MH certification?
   o Ideas for Chief Instructor special incentives
      ▪ Facilitate a certain number of On-line Field Skills Evaluation classes
      ▪ Pursue additional special permits to award
   o Incentive Permits – potential changes
      ▪ Add August to existing September, October, November On-line Field Skills Evaluation special permit criteria
      ▪ Shift incentive permit classes to August, September, October for On-line Field Skills Evaluation special permit criteria
      ▪ Increase number of classes required to qualify for On-line Field Skills Evaluation special incentive permits; and/or establish threshold number of classes that must be participated in for other incentive permits?
   o Junior/Assistant Hunter Education Instructor Program – borrowing from other states; is this program for WA?
11. Promoting Instructor Cross-training - “Best practices” (as per George Coulbourn)
   - Establish a Best Practices Committee?
   - Solicit suggestions for teaching practices, vote on best, & place on website?
   - Establish website forum?
   - See the old “Teaching Tips” (as per Jeff Bull)

12. Hunter Clinics; Continuing Education Opportunities
   - Potential goals:
     - Spring 2014 (Feb/March)- turkey clinic
     - Summer/Fall – waterfowl, big game clinics
   - Need help w/ brainstorming ideas & help implementing
     - License requirements, species’ habitat requirements, where to hunt, how to hunt & equipment needs, tips, scouting, identifying sign, calling, shooting, cleaning, preparing, etc.
     - Partner w/ WHEIA, Inland Wildlife Council, NWTF, outdoor stores, etc.
     - Conduct clinics at outdoor shows (Bighorn, Wenatchee Sportsman’s, etc.)
     - Expanding the official duties of instructors to include conducting Hunter Clinics
     - Partnering with Master Hunters

13. New volunteer mileage expense process
   - Statewide Payee Registration and mandatory use of assigned Payee number

14. Certificates & Plaques for retiring instructors?

15. Instructor Kit Weaver’s passing

16. Good-of-the-order discussion topics

17. Setting of the next meeting & agenda topics