

MEETING NOTES
WDFW Master Hunter Advisory Group
Meeting Number 1
March 27, 2008
Ellensburg

The meeting was called to order by Mike Kuttel, MHAG Liaison, at around 9:30 am. The attached agenda was followed in order.

Attending were:

Bill Vincent	Ray Boone
Mike Parris	Bob Holtfreter
Bill Madison	Mike Estes
Dustin Albright	Mike Britton
Brian Davern	Francis Benjamin
George Coulbourn	

Commissioner Chuck Perry (part time)
Mike Kuttel *
John Wisner *

* WDFW Staff

Absent: Neal Christensen

Procedural Business

1. Announcements

Mr Kuttel, WDFW Master Hunter Liaison, noted that this was the inaugural meeting of the new Master Hunter Advisory Group (MHAG) which was recently authorized by WAC 232-12-073. All MHAG members have been cleared for entry into the new Master Hunter program and so notified. All have received appointment letters to the MHAG from the Director, and will serve for a period of one year.

He announced that WDFW staff had completed criminal background checks on all AHE Master Hunters who had applied to become Master Hunters under the new program. Of 1473 responses received to date, 67 individuals had failed the check and had been so notified. Successful applicants are being notified. 302 AHE Master Hunters have not responded and have been sent second notices. Kudos to Tina Hamilton for exceptional service and dedication in completing the criminal background checks.

It is recognized that among the 302 remaining non-responders, there may be many issues to deal with on an individual basis. There is a wide range of possible reasons why these people may not have responded.

Means of identifying Master Hunters who violate laws and regulations or who otherwise misbehave in the field were discussed. By 2009, all licensees issued to Master Hunter will indicate their status. This will assist law enforcement in taking action. In addition, Mr Kuttel has briefed WDFW law enforcement officers on the new program.

Mr Kuttel distributed a copy of the Master Hunter Project summary web page. He noted that if a project conforms to the guidelines, and support and guidance from local WDFW people has been received, advance approval from the Program Coordinator is not required.

Mr Kuttel distributed a copy of the "Scoring your Shooting" web page. He noted that "any unrelated adult may serve as a witness".

2. Election of a Chair, Vice Chair and Secretary

Mr Kuttel led the election process. Candidates nominated for Chair and Vice Chair were given the opportunity to discuss their vision and their approach to the position. Group members were given the opportunity to express their opinions and to ask questions of the candidates.

By secret ballot, Mr Estes was elected Chair, and Mr Vincent was elected Vice Chair. Mr Coulbourn was unopposed for Secretary, and was elected by voice vote.

Following the election process, Mr Estes assumed the role of Chair and led the meeting.

Mr Holtfreter was recognized for his leadership as Chair of the Advanced Hunter Education Focus Group.

3. Bylaws

Mr Kuttel and Mr Benjamin had previously prepared and distributed proposed Bylaws for the Group. The Bylaws were discussed in detail, modified and approved subject to confirmation at the next meeting. (attached)

4. Standing committees

Two potential standing committees were discussed: Communications and Peer Review. It was decided to defer action on the Peer Review Committee pending ongoing legal review within WDFW.

The communications requirements for the MHAG were identified and assigned, as follows:

a. **Interim and an Annual Report** preparation, as required by the Master Hunter Commission Policy C-6005. This requirement was assigned to the Chair in coordination with the WDFW Liaison. The report is to be made by the Director to the Commission.

b. **Applicant Orientation Meeting** preparation and conduct: Two such meetings were recently held using materials assembled by Mr Coulbourn. Two or more similar meetings will likely be held annually in future years. Mr Coulbourn was assigned responsibility for this initiative.

c. **Master Hunter Information & Outreach Meetings** preparation and conduct. This initiative has several objectives. Among them are to provide a forum for exchange of information and ideas, and to mobilize the Master Hunter corps in the performance of various WDFW projects. It is anticipated that several meetings will be held each year, distributed across the State. Mr Albright was appointed Chair of this activity. Assisting are Mr Boone, Mr Madison and Mr Britton.

d. **Special Hunt Coordination**: This initiative will involve preparation and conduct of information meetings for special hunts, evaluations of special hunt conduct, preparation of reports and recommendations. Mr Boone was appointed Chair of this activity, assisted by Mr Holtfreter. Initial focus will be on Hunt 3911. Information meetings will be held during this calendar year.

The above assignments were made in lieu of a single composite Communications Committee.

5.Roles and Responsibilities

Mr Kuttel and Mr Boone had previously prepared and distributed a draft document outlining roles and responsibilities for the Group. These were discussed in detail, modified and approved subject to confirmation at the next meeting. (attached)

Old Business

6. Approval of minutes.

The minutes of the prior meeting (final AHE Master Hunter Focus Group meeting) were approved as distributed.

7. Application Orientation Meeting update.

Around 75 applicants and interested people attended the Ellensburg session in February. The Olympia meeting in March was attended by around 125. The same presentation was used in both instances, with minor revisions. A feedback form was deployed in Olympia. Results were discussed. Both the Group members and the attendees felt that the meetings were valuable and worth continuing in future years.

It was noted that a Law Enforcement Officer made a presentation during the Ellensburg session, but was not able to do the same for the Olympia session. The Group members felt that Enforcement's participation was a valuable contribution, and that an effort should be made to secure it for future sessions.

Kudos to Jan Ulijohn for weekend work in support of the Olympia Orientation Meeting.

8. Prior Action Items.

a. Tests: More work is needed on the Master Hunter tests and study questions. Two tests have been prepared but they should be strengthened to better capture the focus of the new program.

b. WDFW law Enforcement officers were briefed by Mr Kuttel during their recent In-service Training sessions.

All other prior Action Items were completed as assigned.

New Business.

Disposition of the New Business agenda items either was incorporated in earlier discussions (above) or deferred.

Commissioner Perry noted that the Commission was strongly supportive of the efforts undertaken by the Group. There were no presentations by others.

Mr Kuttel advised that current Master Hunters who were in the re-certification process were being allowed a reduced project hour requirement (30 vs 40 hours) because they had been caught in the transition to the newer requirements.

Mr Wisner noted that consideration was being given to having certified Hunter Education Instructors proctor the test.

Mr Vincent reported on a discussion with a member of the Armed Services regarding assisting returning disabled veterans. He will follow up and assess the suitability of using Master Hunters in such a role.

Next meeting:

Thursday, May 15, Ellensburg Quality Inn: 9:00 am – 3:00 pm. This will be the second meeting of the MHAG. (Date confirmed after the meeting.)

The meeting was adjourned at 3:30 pm.

Respectfully Submitted,
George Coulbourn

Attachments:

MHAG Bylaws

MHAG Roles and Responsibilities

MHAG Action Items

Agenda for March 27, 2008

Draft Agenda for May 15, 2008

MHAG Action Items

Continuing Action Item 1: Mr. Kuttel is to utilize the Advisory Group and an Ad Hoc Subcommittee comprised of Mr. Davern and Mr. Holtfreter to conduct the MH test review. The importance of ensuring that the test conforms to both the study materials and to the focus of the Program was stressed. Mr. Kuttel will ensure that the security of the draft tests is not compromised during the review process. Chief Bjork noted that a Department staff member responsible for test development could be used, if desired.

All MHAG members who provided proposed test questions earlier are to send copies of their questions to Mr Kuttel by April 6.

Continuing Action Item 2: The Ad Hoc Subcommittee is to work with Mr. Kuttel in preparing the Study Questions.

Action Item 3: Mr Kuttel will provide addresses of recipients of meeting notes and related information.

Action Item 4: Mr Kuttel will provide demographics of the Master Hunter corps.

Action Item 5: Mr Kuttel will provide marked up copies of the Bylaws and Roles & Responsibilities.

Agenda MHAG Meeting #1

Ellensburg Quality Inn, Fireside room

March 27, 2008

9:00 am to 3:00 pm

Procedural Business

Call to order and announcements

Election of Chair and Vice Chair

Appointment of Secretary

Discussion about and Appointment of Standing Committee Chairs & Committee Members

Discussion & Adoption of Bylaws

Discussion & Recommendation to the Department on Roles & Expectations

Discussion & Recommendation to the Department on Peer Review Criteria

Old Business

Approval of Minutes from Meeting of February 7, 2008

Applicant Orientation Meeting update.

Status of Action Items from Meeting of February 7, 2008

New Business

3911 Master Hunter Orientation Meetings for 2008

Master Hunter Information and Outreach Meetings for 2008

Issues and concerns

Presentations by others

Conclusion

Action Items

Next meeting