

**MEETING AGENDA**  
**HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE**  
**September 28, 2013, 9:00 AM - 3:00 PM**  
**Ellensburg DNR Complex (at Airport)**

**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-Shows – 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**

- What can WDFW do to make the jobs of Instructors easier, more productive, and more enjoyable?

## **9. On-line Field Skills Evaluation Classes**

- Use of flip charts & booklets that reflect PowerPoint info (*Steve Mills*)
- Chief Instructor training (*Steve Mills*)

## **10. Ideas to Increase the Number of Instructors & Classes**

- On-line Skills Evaluation Classes
  - How can WDFW best promote more involvement by existing Instructors
- Hunter Ed Instructor Orientations
  - Advertise & hold “orientation” meetings in key locations as a prelude to actual completion of an Instructor Application
- Market the need for instructors on WDFW’s Hunter Ed webpage and/or media
- Efforts or incentives to get referrals from the existing instructors?
- 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*)
- “Fast track” Chief Instructors to MH certification?
- Ideas for Chief Instructor special incentives
  - Facilitate a certain number of On-line Field Skills Evaluation classes
  - Pursue additional special permits to award
- 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?
- 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**