

**HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE
MEETING AGENDA**

August 17, 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 Section Specialist Steve Dazey, Region 1 Hunter Education/Volunteer Coordinator Nick Montanari, Region 2 Hunter Education/Volunteer Coordinator Aaron Garcia, Region 3 Hunter Education/Volunteer Coordinator Jackie McBride, Region 4 Hunter Education/Volunteer Coordinator Amy Elliott, Region 5 Hunter Education/Volunteer Coordinator (virtual) Bill Montgomery, Region 6 Hunter Education/Volunteer Coordinator	
	Brian Lyon		
Region 2	Wanda Chrisman (excused)		
	Bob Hunt		
Region 3	Randy Absolon (excused)		
	Sam Grubbs (excused)		
Region 4	Mikel Edwards		
	Bob Palmer		
	Evan Windom		
Region 5	Herb Jessen (excused)		
	Sig Lillevik		
Region 6	Jim Fitzgerald		
	Blayde Fry (excused)		
	Tani Iwashita		
	Steven Slater		
HERO	Butch Buffaloe (virtual)		
WHEIA	John Malek (virtual)		

⊙ **Member Introductions and Reminders (*Kris Thorson, 15 minutes*)**

- ⊕ Kris asked each of the members to introduce themselves.

⊙ **Meeting Ground Rules (*Kris Thorson, 15 minutes*)**

- ⊕ The group was reminded of the ground rules for meetings.
- ⊕ 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.

⊙ **IAC Recruitment Recap (*Kris Thorson, 30 minutes*)**

- ⊕ WDFW opened IAC recruitment for this cycle on April 4, 2024.
- ⊕ Kris sent the email to all instructors in the database with an email on file.
- ⊕ The recruitment was noted to close on June 30 to ensure that all WDFW's in-service trainings were complete and the recruitment message was presented to all the instructors who attended those trainings.
- ⊕ Kris sent reminder emails on May 24, June 13, and June 26.
- ⊕ After the June 13 reminder email was sent, two of the sitting IAC members resigned their seats.
- ⊕ With those two resignations WDFW needed to appoint seven members to the IAC to maintain its membership.
- ⊕ Those two members who were appointed to fill the vacated seats we appointed for the rest of that seats term.
- ⊕ This was to retain our commitment to recruit for at least five seats each year.
- ⊕ There were 11 applicants for the seven openings.
- ⊕ We had three members whose terms were expiring apply.

- ⊕ Staff met on July 18 this year to discuss the applicants and determine which members to appoint.
- ⊕ Also, with past appointments and striving to maintain membership on the group the region 5 appointments somehow landed during the same requirement cycle, so WDFW flipped the time on one of the two region 5 seats.
- ⊕ This way we can hopefully not have two region 5 members cycle off the IAC at one time in the future.

⊙ **Hunter Education Instructor Database (*Aaron Garcia, 60 minutes*)**

- ⊕ Aaron gave the IAC a run down on the updated database that we talked about last meeting.
- ⊕ He took the database that Jan used to use, and he expanded on the functionality.
- ⊕ Aaron also got the data to be stored on a SQL server.
- ⊕ There were some questions from the IAC on the tracking of the information but thought the database would work well for WDFW.

⊙ **Lunch (45 minutes)**

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

- ⊕ Instructor feedback to IAC re: news/issues/concerns related to teaching and classes.
- ⊕ Evan had one issue that he has heard about on the possible purchase of cricket .22 or smaller firearms for younger students.
 - WDFW will check into the possibility of getting a smaller inert firearm.

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

- ⊕ The planning is quickly progressing.
- ⊕ We have the volunteer registration project open on CERVIS.
- ⊕ We are planning for 500 youth but as of August 16 have only 23 registrations.
- ⊕ The Communications staff are going to be pushing the event on our social media platforms soon.
- ⊕ Non-government organizations that will be there participating are: Back Country Hunters and Anglers, Backcountry Horsemen (Scatter Creek Chapter), Cascade Forest Conservancy, Cowlitz Tribe, Home Range Wildlife Research, Hunters of Color, Lewis and Clark Bowmen, Mule Deer Foundation, National Archery in the Schools Program (NASP), National Wildlife Turkey Federation, Operation Lifesaver, Rocky Mountain Elk Foundation, Safari Club International, Washington State Department of Agriculture, Washington State Trappers Association, Washington Waterfowl Association, and Wayne Buckles primitive skills.
- ⊕ We will be having two art tents this year for the attendees.
- ⊕ There will be fish ponds as well as .22, .223, archery, air rifle, and 20 gauge shotgun shooting.

⊙ **Instructor Incentive Permits for Teaching Year 2025 (*Kris Thorson, 30 minutes*)**

- ⊕ After our last meeting, the staff went back and added into the 2026 incentive permits the changes identified.
- ⊕ Kris sent that document to the IAC for review before the meeting.
- ⊕ What questions/comments does the IAC have?
- ⊕ Evan asked about not having a region 4 deer in table 2 and it was explained that the table indicates where the permit is valid and doesn't limit which instructors can apply.

⊙ **Policy Manual Roll-out Debrief (*Kris Thorson, 30 minutes*)**

- ⊕ The newly updated policy manual was sent out to the instructors on July 15.
- ⊕ Kris received a couple emails with spelling corrections which he did and updated those in the online version of the policy manual.
- ⊕ Kris also had one instructor who didn't understand that they only needed to do one of the PAF submissions and was very upset that he had to do all of those.
- ⊕ Once talked to, he was good with the newly updated ways he could submit the form.
- ⊕ Jackie had some emails on formatting and some language on prohibitions but allowing some other things.
- ⊕ Bill had an instructor who asked to have it in paper form.
- ⊕ Nick had some comments on the linking of the items and the errata sheet.
- ⊕ Has any IAC member received contact from the instructors regarding the updates to the policy manual?
- ⊕ There were not a lot of contact or questions on the policy manual.
- ⊕ Evan brought up the first aid policy and that WDFW has not defined what certified looks like.
 - Kris identified that there are ongoing discussions about what first aid certifications could be accepted and that the policy was left vague to accommodate these discussions.
 - Once the discussions have a final decision, WDFW will communicate that decision out to the instructors.

⊙ **Field skills evaluation PowerPoint (*Kris Thorson, 30 minutes*)**

- ⊕ After WDFW updated the traditional class manual and PowerPoint, the IAC and WDFW started working on updating the online PowerPoint.
- ⊕ There was a group of IAC members who met and worked on the update.
- ⊕ Then there was a long stretch where Kris had other competing work priorities and the version was not finalized.
- ⊕ At a staff meeting at the start of June, the field coordinators went through their version of the online and made some changes that they feel has a better feel to it than the original update.
- ⊕ WDFW sent the draft to the IAC for comments and Nick went through and updated the format and added in those comments that he could.
- ⊕ We all know that the PowerPoint is a starting point for most classes and a lot of instructors add more to it as they are preparing for their classes.

- ⊕ Knowing that, how does the IAC feel about the new draft?
- ⊕ Evan, Tani, and Jackie think we might need to shrink the number of slides that are in the PowerPoint so that it supplements what the instructor is saying rather than taking the focus off the instructor.

⊙ **Update on How to Lesson Plan (*Kris Thorson, 15 minutes*)**

- ⊕ Kris has checked in with Autumn Eckenrood about producing a how to lesson plan publication for our instructors.
- ⊕ Mikel has also volunteered to help with this effort.
- ⊕ Nick had the idea recently to start working on an Instructor teaching manual for our instructors use.
- ⊕ This project would also help the instructors by giving them an outline for the traditional manual which could also help by giving them a template for the online class.
- ⊕ Nick noticed that there was not a lot of teaching resources for new instructors.
- ⊕ The teaching resource takes the traditional student manual page and allows instructors to highlight information and test questions and answers.
- ⊕ The group thinks that this tool would be beneficial for new instructors as well as current instructors.
- ⊕ Nick will work on and bring forward a draft and we will bring a full document to IAC.

⊙ **Adjourn**