

**HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE
MEETING AGENDA**

June 15, 2024, 10:00 AM - 3:00 PM

CWU SURC Room 137A, Ellensburg

IAC Members – Representing		WDFW Staff	Guests
Region 1	John Cushman	David Whipple, Hunter Education Section Manager Kris Thorson, Hunter Education Section Specialist Steve Dazey, Region 1 Hunter Education/Volunteer Coordinator Aaron Garcia, Region 3 Hunter Education/Volunteer Coordinator Jackie McBride, Region 4 Hunter Education/Volunteer Coordinator (virtual) Amy Elliott, Region 5 Hunter Education/Volunteer Coordinator Bill Montgomery, Region 6 Hunter Education/Volunteer Coordinator (virtual) Ericka Thomas, Hunter Education Administrative Assistant	
	Yolanda Lanting (excused)		
Region 2	Wanda Chrisman (virtual)		
	Bob Hunt		
	Eric Lauver		
Region 3	Randy Absolon		
	Sam Grubbs		
Region 4	Liz Crain (virtual)		
	Mikel Edwards		
	Evan Windom		
Region 5	Herb Jessen		
	Jim Sevier		
Region 6	Jim Fitzgerald		
	Blayde Fry (excused)		
	Tani Iwashita (virtual)		
HERO	Butch Buffaloe		
WHEIA	John Malek (virtual)		

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

- ⊕ Kris asked each of the members to introduce themselves.
- ⊕ The group was reminded of the ground rules discussed at the last meeting.
- ⊕ 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.
- ⊕ Reminder that the IAC recruitment is under way and we have five members of this current committee whose terms are ending as of July 30.
- ⊕ Those members are Eric Lauver, Bob Hunt, Herb Jessen, Jim Sevier, and Tani Iwashita.
- ⊕ Kris and Dave thanked the members for their past service to IAC.
- ⊕ The IAC recruitment deadline for letters of interest is June 30.
- ⊕ Kris sent the initial recruitment email out on April 4.
- ⊕ He also sent out a reminder email on May 24 and June 13.

⊕ **Introducing Ericka Thomas (Kris Thorson, 15 minutes)**

- ⊕ As most of the IAC and instructors know, Jan Ulijohn retired from WDFW on May 31.
- ⊕ She started on April 1 and hit the ground running.
- ⊕ Kris asked Ericka to introduce herself to the IAC.
- ⊕ She gave a quick background on her experience.

⊕ **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 sent out his normal pre-meeting email to folks and got some of the normal responses like minimum age, etc.
- ⊕ Evan also received emails from instructors with comments/suggestions about the possibility of predator control permits as incentives, and one expressing concerns about the process of becoming a Chief Instructor.
- ⊕ Randy had an instructor ask if Kalkomey could handle the class deposits or donations etc.
 - This is not something that WDFW currently has as part of the service but Dave will check in with Kalkomey as time allows.
- ⊕ Sam had an instructor ask how the new student manual was working and it sounds like the manual has not had any bad issues.
- ⊕ Sam has also started his contact with the regional instructors to verify contact information to help clear up the contact information in Kalkomey.
- ⊙ **Policy Agreement form Survey Results (*Kris Thorson and Evan Windom, 30 minutes*)**
 - ⊕ Kris and Evan worked on the Policy Agreement Form (PAF) survey that was sent to instructors on April 17.
 - ⊕ Kris received several emails about the survey from instructors after he sent the survey, some of which had moved out of state or decided they were not going to continue as an instructor.
 - ⊕ After Kris closed the survey, he shared the results with Evan so he could work on understanding the problem moving forward.
 - ⊕ Evan talked about the survey and we have some ideas to move forward on with potential fixes and he invited more members to work on the project.
 - ⊕ Thirty two percent were “I thought I submitted it.”
 - ⊕ Twenty seven percent didn’t know it was a requirement.
 - ⊕ John Malek volunteered to assist Evan.
 - ⊕ Jim S. asked if it would help to have some consequences for not completing the policy agreement form.
 - The newly updated policy manual does have some consequences if instructor do not complete the form.
- ⊙ **In-service training report (*Kris Thorson, 30 minutes*)**
 - ⊕ The 2024 in-service trainings got started on April 13.
 - ⊕ Since then, there have been nine trainings across the state.
 - ⊕ Nick has the last two ISTs scheduled for June 16 and June 22.
 - ⊕ For those of you who haven’t been to the trainings, WDFW presented on:
 - Housekeeping
 - IHEA Information
 - Valuable effective teaching techniques
 - Class stats
 - Hunting incidents
 - Next steps for students and instructors interested in mentoring
 - Anticipated policy manual changes
 - 2022 curriculum, tests, and PowerPoint updates
 - Yearly awards

- ⊕ Kris recognized the 2023 Terry Hoffer Firearms Safety Award recipient John Cushman.
 - ⊕ In the training Kris attended, there were several great questions and ideas submitted by the instructors.
 - ⊕ Kris asked the field coordinators and IAC members who had attended an IST what they heard and thought about the training.
 - ⊕ Jim heard some great tips and tricks from other instructors in their conversations.
 - ⊕ What could be done to enhance the training in 2025?
 - ⊕ Steve got a request from some instructors about biologists and possible presentations.
 - ⊕ Mikel suggested we look at how we can involve more people because he and his team had a class at the event.
 - ⊕ Amy had a comment from an instructor about going more in depth for the teaching techniques and how it could be used.
 - ⊕ What are topics that might be beneficial at the 2025 regional IST or the 2026 statewide IST?
 - ⊕ Amy suggested a presentation by Chris White to talk about the dynamics of the pheasant release program.
 - ⊕ Mikel suggested creating a list of people who could come out and spend time in classes with them to call upon.
 - ⊕ Asking WDFW Police to come present.
 - ⊕ Tani suggested:
 - Stop the bleed class
 - Mentoring options for students
 - Conflict management specialist to explain what they do as a breakout session, outreach people talk about programs since instructors asked about what does WDFW offer new outdoors people.
 - ⊕ Jim S. suggested we do a first aid training.
 - ⊕ Herb suggested the WDFW do a presentation on how the special permit drawings are completed.
 - ⊕ Steve suggested that we have biologists come out and talk at the ISTs about regionally important things.
 - ⊕ Eric seconded Steve's comment and Randy also thinks it's a good idea.
- ⊙ **National Hunting and Fishing Day (NHFD) Update (*Kris Thorson and Amy Elliott, 15 minutes*)**
- ⊕ The 2024 NHFD event planning is moving along.
 - ⊕ The new event coordinator, Jessica Ostfeld, has been great at helping organize the event, plan updates, and ensure we meet our deadlines.
 - ⊕ The 2024 event will be on September 28 from 9am-3pm.
 - ⊕ Since the site is a bit smaller than what we have had in the past, we decided to have two sessions.
 - ⊕ The first session will start at 9am and run through 11:30am.
 - ⊕ The second session will start at 12pm and run through 2:30pm.

- ⊕ We are planning for up to 500 youth to be in attendance but starting registrations for 150 at each session.
- ⊙ **Lunch (60 minutes)**
- ⊙ **Instructor Incentive Permits for Teaching Year 2025 (*Kris Thorson, 30 minutes*)**
 - ⊕ The group discussed different options and thoughts at the March meeting.
 - ⊕ At the ISTs we had some instructors raise different ideas that would help incentivize and include more instructors in the drawing process.
 - ⊕ We know we don't want to subdivide the permits to the point where we have as many tables as permits, but some of the ideas had merit.
 - ⊕ Kris heard the following ideas come out of IST discussions and wants to know what IAC might think of these as possible incentives:
 - Incentive tags for preseason classes, Jan – April
 - Idea to get tags for hoof disease elk like the current Master Hunter and public hunts.
 - ⊕ The preseason classes could be its own table, or we could add into table 2 the ability to complete three number of classes during the months of January through April.
 - ⊕ Mikel read an email sharing their perspective on the incentive permits.
 - ⊕ Aaron suggested we add Jan – April to the incentive permits table.
 - The group liked this idea and suggested we move forward with it.
 - ⊕ There was concern from Steve based on the data of classes that there are needs to still incentivize online classes vs the traditional classes.
 - ⊕ Evan and Eric pointed out that these are an incentive vs a thank you.
 - ⊕ Staff will put together statistics and a draft 2026 Incentive Permits Background with updated table information and present it to the IAC at the August 17 meeting.
- ⊙ **Workplan Item - Helping the instructors effectively deliver the curriculum (*Kris Thorson, 60 minutes*)**
 - ⊕ This workplan item was moved from the 2023 workplan to the 2024 workplan because David Weed from WDFW's training staff was not able to present on effective teaching techniques at the statewide in-service training.
 - ⊕ Since then, at the 2024 regional in-service trainings, WDFW presented the Implementing Engaging Learning Strategies for Hunter Education topic.
 - ⊕ Did this topic encapsulate the need to help instructors effectively deliver the curriculum?
 - ⊕ The instructors wanted to know how to use the IST PPT information in class and not theory.
 - ⊕ John and Butch talked about how the thing they see is a need for how to lesson plan for instructors.
 - Kris will talk to Autumn Eckenrod about developing a how to lesson plan information.
 - ⊕ Mikel has suggested more encouragement of cross pollination of teams to help improve teaching.
 - ⊕ Evan asked the question "How is what we're teaching now not effective?"

- ⊕ Kris suggested we may want to complete sample lesson plans for both traditional courses and field skills evaluation courses.
- ⊕ Kris will work to create a basic how to teach manual/guide to give to instructors based on his conversations with Autumn.
- ⊕ Mikel volunteered to assist with the information on the effective teaching techniques document.
- ⊙ **Field skills evaluation PowerPoint (*Kris Thorson, 30 minutes*)**
 - ⊕ After the update in 2023, the field coordinators enhanced the updated version.
 - ⊕ Aaron previewed the updated version for the IAC.
 - ⊕ Kris will work on updating the formatting and added the quiz questions to the slides and then will send it out to the IAC for a final review.
 - ⊕ After the review period, the PPT will become final and go out to the instructors for use.
- ⊙ **Adjourn**