



Atlantic States Marine Fisheries Commission

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201
703.842.0740 • 703.842.0741 (fax) • www.asmfc.org

James J. Gilmore, Jr., (NY), Chair

Patrick C. Keliher., (ME), Vice-Chair

Robert E. Beal, Executive Director

Vision: Sustainably Managing Atlantic Coastal Fisheries

MEMORANDUM

March 23, 2018

TO: Commissioners; Proxies; American Lobster Management Board; Atlantic Coastal Cooperative Statistics Program Coordinating Council; Atlantic Herring Section; Atlantic Menhaden Management Board; Atlantic Striped Bass Management Board; Atlantic Sturgeon Management Board; Bluefish Management Board; Coastal Sharks Management Board; Executive Committee; ISFMP Policy Board; Law Enforcement Committee; Shad and River Herring Management Board; South Atlantic State/Federal Fisheries Management Board; Summer Flounder, Scup, and Black Sea Bass Management Board; Winter Flounder Management Board

FROM: Robert E. Beal *REB*
Executive Director

RE: ASMFC Spring Meeting: April 30 – May 3, 2018 (TA 18-081)

The Atlantic States Marine Fisheries Commission's Spring Meeting will be held April 30-May 3, 2018 at **The Westin Crystal City**. A brief, preliminary agenda and directions to the hotel are included with this memorandum. Transportation options are included in the hotel directions. Materials will be available on April 18, 2018 on the Commission website at <http://www.asmfc.org/home/2018-spring-meeting>.

Please note: Commission leadership is reviewing an appeal submitted regarding the Black Sea Bass Addendum XXX decision. Depending on the outcome of this review, a Summer Flounder, Scup, and Black Sea Bass Management Board meeting may be added to the agenda on Thursday, May 3.

A block of rooms is being held at The Westin Crystal City, 1800 S. Eads Street, Arlington, VA 22202. Cindy Robertson will make Commissioner/Proxy reservations and will contact you regarding the details of your accommodations. **Please notify Cindy of any changes to your travel plans that will impact your hotel reservations, otherwise you will incur no-show penalties.** We greatly appreciate your cooperation.

For all other attendees, please reserve online via Star Group Website at <http://www.starwoodhotels.com/> or call The Westin Crystal City at 888.627.8209 as soon as possible and mention the Atlantic States Marine Fisheries Commission to obtain the group room rate of \$253.00 plus tax single/dbl. Please be aware you must guarantee your room reservation with a major credit card or one night's advance payment. **Hotel reservations must be made by Thursday, April 5, 2018. Room availability will not be guaranteed beyond this date.** If you are being reimbursed by ASMFC for your travel, please make your reservation directly with the hotel. Reservations made through travel websites do not apply toward our minimum number of required reservations with the hotel. **Please note, cancellations at The Westin must be made by 4:00 p.m. two days prior to arrival to avoid penalty and an early departure fee of \$100 will apply when checking out prior to the confirmed date.** If you have any problems at all regarding accommodations please contact Cindy at 703.842.0740 or at crobertson@asmfc.org. We look forward to seeing you at the Spring Meeting. If the staff or I can provide any further assistance to you, please call us at 703.842.0740.

Encl: Preliminary Agenda, Hotel Directions, TA 18-081, Travel Reimbursement Guidelines



Atlantic States Marine Fisheries Commission

Spring Meeting

April 30 – May 3, 2018

The Westin Crystal City

Arlington, Virginia

Public Comment Guidelines

With the intent of developing policies in the Commission's procedures for public participation that result in a fair opportunity for public input, the ISFMP Policy Board has approved the following guidelines for use at management board meetings:

For issues that are not on the agenda, management boards will continue to provide opportunity to the public to bring matters of concern to the board's attention at the start of each board meeting. Board chairs will use a speaker sign-up list in deciding how to allocate the available time on the agenda (typically 10 minutes) to the number of people who want to speak.

For topics that are on the agenda, but have not gone out for public comment, board chairs will provide limited opportunity for comment, taking into account the time allotted on the agenda for the topic. Chairs will have flexibility in deciding how to allocate comment opportunities; this could include hearing one comment in favor and one in opposition until the chair is satisfied further comment will not provide additional insight to the board.

For agenda action items that have already gone out for public comment, it is the Policy Board's intent to end the occasional practice of allowing extensive and lengthy public comments. Currently, board chairs have the discretion to decide what public comment to allow in these circumstances.

In addition, the following timeline has been established for the **submission of written comment for issues for which the Commission has NOT established a specific public comment period** (i.e., in response to proposed management action).

1. Comments received 3 weeks prior to the start of a meeting week will be included in the briefing materials.
2. Comments received by 5:00 PM on the Tuesday immediately preceding the scheduled ASMFC Meeting (in this case, the Tuesday deadline will be **April 24, 2018**) will be distributed electronically to Commissioners/Board members prior to the meeting and a limited number of copies will be provided at the meeting.
3. Following the Tuesday, **April 24, 2018 5:00 PM deadline**, the commenter will be responsible for distributing the information to the management board prior to the board meeting or providing enough copies for the management board consideration at the meeting (a minimum of 50 copies).

The submitted comments must clearly indicate the commenter's expectation from the ASMFC staff regarding distribution. As with other public comment, it will be accepted via mail, fax, and email.

Preliminary Agenda

The agenda is subject to change. Bulleted items represent the anticipated major issues to be discussed or acted upon at the meeting. The final agenda will include additional items and may revise the bulleted items provided below. The agenda reflects the current estimate of time required for scheduled Board meetings. The Commission may adjust this agenda in accordance with the actual duration of Board meetings. Interested parties should anticipate Boards starting earlier or later than indicated herein.

Please note: Commission leadership is reviewing an appeal submitted regarding the Black Sea Bass Addendum XXX decision. Depending on the outcome of this review, a Summer Flounder, Scup, and Black Sea Bass Management Board meeting may be added to the agenda on Thursday, May 3.

Monday, April 30

10:00 a.m. – Noon
& 1:00 – 3:00 p.m.

Summer Flounder, Scup and Black Sea Bass Management Board Jointly with the Mid-Atlantic Fishery Management Council

- Consider Approval of Summer Flounder Draft Amendment for Public Comment
- Review Alternatives for Black Sea Bass Framework/Addendum on Recreational Issues
- Review Black Sea Bass February Recreational Fishery Harvest

3:15 – 4:45 p.m.

Bluefish Management Board Jointly with the Mid-Atlantic Fishery Management Council

- Review and Consider Approval of Public Information Document/Scoping Document for Allocation Amendment

Tuesday, May 1

9:00 – 11:00 a.m.

Coastal Sharks Management Board

- Review Results of North Atlantic Shortfin Mako Stock Assessment
 - Discuss Potential Management Response
- Review Results of Sandbar Shark Stock Assessment
- Update on Endangered Species Act Listing Status for Oceanic Whitetip Shark
- Review and Consider 2016 Fishery Management Plan Review and State Compliance Reports

9:00 a.m. – 5:00 p.m. **Law Enforcement Committee**

(A portion of this meeting may be a closed session for Committee members only)

- Review and Comment on Ropeless Fishing Technologies
- Review of 2018 Action Plan Items
- ASMFC Species Management Issues
- Federal Agency Reports
- State Agency Reports

- 11:15 a.m. – Noon **Shad & River Herring Management Board**
- Consider Approval of Shad and River Herring Sustainable Fishery Management Plans
 - Technical Committee Report
 - Massachusetts (Merrimack River)
 - Report on the Funded Research Proposal on Blueback Herring
 - Review and Consider 2018 Fishery Management Plan Review and State Compliance Reports

- Noon – 1:15 p.m. **Legislators and Governors' Appointees Luncheon**
- Introductions
 - General Comments/Discussion
 - Discuss Non-compliance

- 1:15 – 2:45 p.m. **Atlantic Striped Bass Management Board**
- Provide Guidance to Stock Assessment Subcommittee Regarding Biological Reference Point Development for the 2018 Benchmark Stock Assessment

- 3:00 – 3:45 p.m. **Atlantic Herring Section**
- Discuss Potential Impact of River Herring/Shad Caps and Mackerel Fishery Possession Limits on Atlantic Herring Fishery
 - Review Technical Committee Report on Scaling Up of Spawning Fish Samples Involving Less than One Hundred Fish

- 4:00 – 5:00 p.m. **Atlantic Coastal Cooperative Statistics Program (ACCSP) Coordinating Council**
- ACCSP Status Report
 - Program Status and Committee Updates
 - Review and Consider Approval of FY19 Request for Proposals Package
 - Accountability Standards

- 6:00 – 8:00 p.m. **Annual Awards of Excellence Reception**

Wednesday, May 2

- 8:30 – 10:30 a.m. **Executive Committee**
(A portion of this meeting may be a closed session for Committee members and Commissioners only)
- Report of the Administrative Oversight Committee
 - Presentation of FY19 Budget
 - Discuss Appeals Process
 - Discuss Conservation Equivalency Process
 - Discuss Commissioner Conflict of Interest
 - Future Annual Meetings Updates
 - CLOSED SESSION: Executive Director Performance Review

- 10:45 a.m. – Noon **Atlantic Menhaden Management Board**
- Review and Consider Approval of Terms of Reference for the 2019 Atlantic Menhaden-Specific and Ecosystem-Based Benchmark Stock Assessments and Peer Reviews
 - Review and Consider Approval of Stock Assessment Subcommittee Membership
 - Review and Consider 2018 Fishery Management Plan Review and State Compliance Reports
 - Review Final 2018 Commercial Quotas

- 12:45 – 1:30 p.m. **Atlantic Sturgeon Management Board**
- Review and Consider 2018 Fishery Management Plan Review and State Compliance Reports

- 1:45 – 3:45 p.m. **American Lobster Management Board**
- Review Lobster Conservation Management Teams Proposals to Reduce Latent Effort
 - Law Enforcement Committee Report on Enforceability of Ropeless Fishing
 - Plan Development Team Update on Development and Timeline of American Lobster Draft Addendum XXVII

- 4:00 – 4:45 p.m. **Winter Flounder Management Board**
- Review and Consider Rhode Island’s Conservation Equivalency Proposal
 - Technical Committee Report

Thursday, May 3

- 8:00 – 10:00 a.m. **Interstate Fisheries Management Program Policy Board**
- Committee Reports
 - Law Enforcement Committee
 - Artificial Reef Committee
 - Horseshoe Crab
 - Update on 2018 Benchmark Stock Assessment and Timeline
 - Consider Approval of Non-traditional Stakeholder Nominations

- 10:00 – 10:15 a.m. **Business Session**
- Consider Noncompliance Recommendations (If Necessary)

- 10:30 a.m. – 12:30 p.m. **South Atlantic State/Federal Fisheries Management Board**
- Review Public Comment on Draft Addendum I to the Black Drum Fishery Management Plan
 - Consider Draft Addendum I to the Fishery Management Plan for Final Approval
 - Consider Management Action Based on Technical Committee/Plan Review Team Recommended Updates to the Annual Traffic Light Analyses for Atlantic Croaker and Spot

- Updates on SEDAR 58 Cobia Stock Identification Workshop and Board Tasking of Cobia Technical Committee from February 2018 Meeting
- Discuss Request to the Secretary of Commerce to Implement Cobia Regulations in Federal Waters in the Absence of a Federal Fishery Management Plan
- Elect Vice-Chair



Atlantic States Marine Fisheries Commission

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Vision: Sustainably Managing Atlantic Coastal Fisheries

TRAVEL AUTHORIZATION

TA No. 18-081

Charge To: 0296000ESPR/0026000ESPF Approved by: 

Meeting Name: ASMFC Spring Meeting 2018

Meeting Date: APR-30-2018 - MAY-03-2018

Meeting Location: Arlington, Virginia

Hotel Details: The Westin Crystal City 1800 S. Eads Street, Arlington, VA 22202. Reservations can be made online via Star Group Website or 888.627.8209. Identify Atlantic States Marine Fisheries Commission to receive discounted rate.

Cutoff Date: APR-05-2018

Per Diem: Hotel: \$253 plus tax Meals: \$64 (\$16 Breakfast/\$17 Lunch/\$31 Dinner)

Mileage Rate: \$0.545/mile, eff. January 1, 2018. Rental cars must be specifically authorized.

Airport Transportation: The Westin Crystal City provides complimentary shuttle (white van) which operates Monday-Sunday and stops at Reagan National Airport (DCA) at Terminal A, Terminal B (Door 5) & Terminal C (Door 9), and runs every 30 minutes. From the hotel: first departure is 5:00 AM; last departure is 11:30 PM. From DCA: first departure: 5:15 AM; last departure is at 11:45 PM. By Metro from DCA: Yellow Line to MOUNT VERNON SQUARE or Blue Line to LARGO TOWN CENTER. Exit at Crystal City Metro Station. Travel Time: 5 minutes; the hotel is within walking distance from Crystal City Metro Station. Hotel is located next to Crystal City Metro station and is within walking distance to shops and restaurants.

Local Transportation:

Basic Guidelines: In consideration of the Commission's budget please attempt to select the most reasonable airfare. You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to attend all meetings; all others are eligible for reimbursement to attend board/committee meetings of which they are a member. If the distance from your office to the meeting site is under 35 miles, ASMFC will not reimburse hotel, mileage or per diem but may reimburse any miscellaneous expenses that would not normally occur during a work day (i.e., parking, tolls). ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business.

Parking: (underground) Self-parking \$25/day

Reimbursement: You must submit an ASMFC travel voucher with receipts within 30 days of the final day of travel. Electronic travel vouchers and scanned receipts are preferred and should be sent to accounting@asmfc.org. Vouchers and receipts will also be accepted via snail mail if emailing is not an option.

General Notes:

Complete ASMFC Travel Reimbursement Guidelines can be found at http://www.asmf.org/files/Meetings/TravelReimbursementGuidelines_march2018.pdf and the Electronic Travel Voucher: http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan18.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis

Alexander, Mark

Allen, Russ

Altman, Thad

Andrzejczak, Robert

Anstead, Kristen

Anthony, Steve

Appelman, Max

Armstrong, Mike

Arway, John
Batsavage, Chris
Berger, Tina
Borden, David
Boyles, Robert
Bush, David
Carson, William
Clark, John
Colden, Allison
Daniel, Louis
Dean, Rachel
Eastman, Michael
Ferrara, Sarah
Furlong, Larry
Gary, Marty
Giannini, Colleen
Grout, Doug
Haymans, Doug
Keliher, Pat
King, Bryan
Langley, Brian
Luisi, Michael
Maniscalco, John
Mckiernan, Dan
Meserve, Nichola
Miller, Roy
Murphey, Steve
O'Brien, Ed
Overturf, Kyle
Peake, Sarah
Poland, Steve
Reardon, Kathleen
Rickabaugh, Harry
Rootes-Murdy, Kirby
Schick, Kyle
Shiels, Andrew
Starks, Caitlin
Stewart, Lance
Train, Stephen
White, Geoffrey
Woodward, Spud

Ballou, Bob
Beal, Robert
Blanchard, Kurt
Bowman, Steven
Brady, Doug
Cahall, Michael
Celestino, Michael
Cloutier, Rene
Corbett, Heather
Davenport, Catherine
Drew, Katie
Estes, Jim
Fote, Tom
Gadomski, Tom
Gates, Matthew
Gilmore, Jim
Hasbrouck, Emerson
Herrighty, Larry
Kerns, Toni
Kipp, Jeff
Leach, Laura
Lustig, Loren
Mccawley, Jessica
Mcmurray, John
Messeck, Douglas
Miner, Craig
Nimmer, Chad
O'Reilly, Rob
Park, Ian
Pearce, N Scott
Powers, Thomas
Reid, Eric
Robertson, Cynthia A
Ryan, Daniel
Schmidtke, Michael
Snellbaker, Jason
Stein, Dana
Stuart, Richard Ware,
Megan
White, Ritchie
Ziobron, Melissa

Bassano, Louis
Belcher, Carolyn
Blazer, David
Boyle, Philip
Brust, Jeff
Campfield, Patrick
Cimino, Joe
Coit, Janet
Cromer, Ronnie
Davis, Justin
Duval, Michelle
Fegley, Lynn
Frampton, Chisolm
Garner, Greg
Geer, Patrick
Green, Jamie
Havel, Lisa
Kane, Raymond
Kersey, Robert
Kuesel, Jessica
Lengyel, Nicole
Lynn, Bob
Mcdonough, Chris
Mcnamee, Jason
Michels, Stewart
Moran, Pat
Nowalsky, Adam
Orndorf, Bill
Patterson, Cheri
Pierce, David
Pugh, Craig
Rhodes, Malcolm
Robson, Mark
Saveikis, David
Self, Ross
Sosnowski, Susan
Steinburg, Bob
Tompkins, Deke
Watters, David
Wojcik, Greg
Zobel, Renee

Atlantic States Marine Fisheries Commission

Travel Reimbursement Guidelines

Following are guidelines for use when traveling on Atlantic States Marine Fisheries Commission business. If, after reading these guidelines, you have questions that remain unanswered, please call Laura Leach at the Commission (703)842-0740.

When you receive a travel authorization from the Commission, it will list your name as eligible for reimbursement. It is your responsibility to make your travel arrangements, based on meetings that you are required to attend. For example, if the Commission is meeting in Maine, you live in Georgia, and your meeting begins at 10:00 a.m., you will need to arrive the day before. You will probably need to stay over the night of your meeting, if it ends at 5:00 p.m. or later. If, however, you have a meeting that lasts 4 hours on one day but you stay at the meeting all week, you will not be reimbursed for expenses that are incurred outside of your meeting.

The basic guidelines for travel are outlined on the travel voucher. Additional details:

- *“Per Diem”* varies by location of the meeting, and will be listed on each travel authorization.
- *“Transportation Fares”* covers airfare, train, bus or rental car utilized for getting to the meeting. *Please try to find a reasonable airfare by researching different airports and airlines.* If you would like staff to help, please give us a call.
- *Rental cars* used AT a meeting must be specifically authorized by ASMFC.
- *“Mileage”* is currently \$.545 per mile (effective 1/1/18). You may claim mileage when using your privately owned vehicle as transportation to and from the meeting; as well as to and from your departure terminal.
- *“Incidentals”* of \$5.00/day cover maid, shuttle or bellman tips; however taxi tips are part of the taxi expense.
- *“Other Expenses”* covers expenses not specifically listed (i.e. the registration fee for the annual meeting).

Please note that all expenses must be itemized separately on the travel voucher. Original receipts must be provided for all expenses claimed, except for meals. Your airline itinerary is not an acceptable receipt; you must submit the “passenger receipt” from the actual ticket. For electronic tickets (e-tickets), we will accept a copy of your confirmation; or simply your boarding passes if you only have a confirmation number. Receipts for all tolls, cabs, and parking must be submitted in order to receive reimbursement for those charges. Any toll, cab, or parking charges lacking a receipt will be disallowed. EZ Pass statements will be accepted as a valid receipt for tolls. **If you received pre-approval for a rental car that correspondence must be submitted with your travel voucher.**

If you make your hotel reservation after the cutoff date and cannot get our negotiated rate, the Commission cannot pay the higher rate that the hotel will charge, unless there are mitigating circumstances such as a request issued by ASMFC, after the cut-off date, to attend the meeting.

If you attend a meeting that is within 35 miles of your office, you will not be reimbursed for mileage or meals; however, you will be reimbursed for parking, tolls, or other expenses that you would not normally incur on a regular work day.

Your voucher must be submitted within thirty days of the last day of the meeting. Please attach original receipts when submitting by U.S. mail; if forwarding electronically, please scan receipts and include as an attachment to the electronic voucher, to accounting@asmfc.org.

THE WESTIN CRYSTAL CITY

**1800 S. Eads Street · Arlington, Virginia, 22202 · Phone:
703.486.1111**

AIRPORT TRANSPORTATION

The Westin Hotel is just minutes from Ronald Reagan National Airport (DCA), and within two hours of Dulles International Airport (IAD) and Baltimore Washington International Airport (BWI). Transportation options from each airport to The Westin Alexandria are shown below and numerous rental agencies are located in the airports.

Ronald Reagan National Airport (DCA)

Travel Distance: Approximately 1.0 mile

THE WESTIN CRYSTAL CITY SHUTTLE (COMPLIMENTARY)

The Westin Crystal City Shuttle, which is a white van, makes stops at Reagan National Airport (DCA) at Terminal A, Terminal B - Door 5 and Terminal C - Door 9.

The shuttle runs every 30 minutes. From the hotel: first departure is 5:00 AM; last departure is 11:30 PM. From the airport: first departure is 5:15 AM; last departure is 11:45 PM.

Hours of operation: Monday – Sunday 5:00 AM - 11:45 PM

BY METRO FROM NATIONAL AIRPORT METRO STATION TO CRYSTAL CITY METRO STATION

- **Yellow Line** to MOUNT VERNON SQUARE or
- **Blue Line** to LARGO TOWN CENTER

Travel Time: 5 minutes; the hotel is within walking distance to Crystal City Metro Stop.

DRIVING DIRECTIONS

From West

- Continue on 66 East to Route 110 (National Airport).
- Proceed to Route 1 South (Crystal City).
- Turn right on 20th Street.
- Turn right on Eads Street.

From Downtown Washington

- Continue on Interstate 395 South across the 14th Street Bridge.
- Exit US Route 1 South.
- Turn right on 20th Street.
- Turn right on Eads Street.
- The hotel is 1 block on the right.

From South

- Continue on I-95 North to 395 North.
- Take Exit 8C (Crystal City).
- Proceed through 6 lights to Eads Street.

From North

- Continue on Interstate 95 South to D.C. Beltway
- Continue on D.C. Beltway to Interstate 495 to Virginia.
- Exit 395 North.
- Take Exit 8C (Crystal City).
- Proceed through 6 lights to Eads Street.