

PORCUPINE CARIBOU MANAGEMENT BOARD ACTIONS LIST

No.	Action Items	Who	By When	Reference/ Meeting Mins. Date/Page	Completed
04-01	Draft brief overview of terms of reference for board members and expectations for the user communities so they can include it in an advertisement when seeking nominations.	Deana Lemke		May 20 & 21, 2004 Page 2	
04-02	Draft Board policies that address attendance of board members at meetings as well as financial responsibility in the event of partial attendance or lack of attendance or to recover funds expended for Board work that is not completed. Doug cited the Wildlife Management Advisory Council (North Slope) policies as an example to consider.	Deana Lemke		May 20 & 21, 2004 Page 3	
04-03	Determine content for flyer to describe information on methods used to count caribou and why biologists believe the herd is declining.	Deana Lemke & Dorothy Cooley		May 20 & 21, 2004 Page 3	

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04-04	Check if Gary Kofinas has sent his computer model that analyses various scenarios on potential impacts to the Porcupine Caribou herd, so that the Technical Committee can review it.	Deana Lemke		May 20 & 21, 2004 Page 4	
04-05	Prepare initial draft of a policy to describe the consultation and decision-making process of the Board. This will alleviate dealing with matters ambiguously or inconsistently.	Deana Lemke		May 20 & 21, 2004 Page 4	
04-06	Discuss the matter of formal delegation of authority as a signatory (Dene/Metis Association to the GRRB) with Fred Carmichael when he returns to the community to clarify this matter and advise the Board of the process that will be undertaken.	Robert Charlie		May 20 & 21, 2004 Page 5	
04-07	Obtain posters and lecture abstracts from the North American Caribou workshop held in Girdwood, Alaska, and provide it to Deana.	Dorothy Cooley		May 20 & 21, 2004 Page 6	

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04-08	Discuss with GTC the potential of them purchasing PCMB safety vests for distribution to their members.	Robert Charlie		May 20 & 21, 2004 Page 6	
04-09	Provide to PCMB final results from hunting questionnaires.	Dorothy Cooley	When available	May 20 & 21, 2004 Page 7	
04-10	Provide a funding report on projects related to the PCH	Dorothy Cooley		May 20 & 21, 2004 Page 7	
04-11	Request a copy of the workshop proceedings from the North American Caribou Workshop in Girdwood, Alaska.	Deana Lemke		May 20 & 21, 2004 Page 8	
04-12	Draft a letter on behalf of the Board to partners (user communities, outfitters, etc.) stating concerns and requesting cooperation to address the matter of the overlap between the Porcupine Caribou and Hart River herds in a proactive manner.	Joe Tetilichi & Deana Lemke		May 20 & 21, 2004 Page 12	

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No.	Action Items	Who	By When	Reference/ Meeting Mins. Date/Page	Completed
04-13	Prepare a draft of a process chart outlining the regulatory process in the Northwest Territories and a process chart that outlines the PCMB recommendations process and bring to the next meeting for members to review.	Tim Devine		May 20 & 21, 2004 Page 13	
04-14	Draft cover letter and adapt management plan chart for distribution to board members to consult with their community organizations.	Deana Lemke		May 20 & 21, 2004 Page 13	
04-15	Provide a one-page summary on the body condition of the herd.	Dorothy Cooley		May 20 & 21, 2004 Page 13	
04-16	Invite Joan Eamer to attend next meeting to provide information about the purpose of the Arctic Borderlands Coop and its current findings to the Board.	Deana Lemke	Next meeting	May 20 & 21, 2004 Page 13	
04-17	Draft letter on the Board's behalf to YFWMB, RRCs and governments to request involvement as a stakeholder when any activity is being considered within the range of the Porcupine Caribou herd.	Joe Tetlichi & Deana Lemke		May 20 & 21, 2004 Page 13	

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No.	Action Items	Who	By When	Reference/ Meeting Mins. Date/Page	Completed
04-18	Provide a letter outlining DIAND's and Parks' intention regarding the funding arrangement over the next three years, as presented by Bob Lewis at the previous Board meeting.	Mike Walton		May 20 & 21, 2004 Page 16	
04-19	Provide an estimate of costs to hold a typical meeting	Deana Lemke	Next meeting	May 20 & 21, 2004 Page 16	
04-20	Discuss ways to increase efficiencies (or reduce some costs) of the PCMB, in support of finding funds to implement the harvest management plan.	Board	Next meeting	May 20 & 21, 2004 Page 16	
04-21	Redraft the budget and include more detail of what is to be included in the line items, and distribute to all board members. The Wildlife Management Advisory Council (North Slope) budget template will be used as an example.	Deana Lemke		May 20 & 21, 2004 Page 16	

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No.	Action Items	Who	By When	Reference/ Meeting Mins. Date/Page	Completed
04-22	Check on the criteria for approval of funding proposals to DIAND. Draft proposal for DIAND funding for this year and distribute it to board members for review prior to submission.	Deana Lemke		May 20 & 21, 2004 Page 16	
04-23	Contact the GRRB's harvest study worker to obtain harvest data in the Northwest Territories.	Dorothy Cooley		May 20 & 23, 2004 Page 18	