

15 participants attended.

Island Caucus Background was given by Rocky. Caucus was formed to address issues specific to islands. Designed as an information-sharing forum. 13 time zones makes it hard to have conference calls.

Action: Rocky Lopes will request NOAA to create an Island Caucus e-mail group.

Maximillian Dixon: Social Science project involving Hawaii, Oregon, Washington, California and Alaska. He will have to do baseline work for templates for assessing awareness for preparedness. Costly as a project but is useful for individual locations. He can assist with templates to assist with Requests for Proposals for NOAA/NWS grants. Those interested should conduct a literature review for relevant social science reviews.

Fai Cheung is conducting harbor modeling for Hawaii, American Samoa, Guam and CNMI.

Rocky Lopes: Discussed problems with contracts on islands.

Chip Guard discussed putting together a list of best practices from each island jurisdiction. He provided some potential topics from each jurisdiction. He gave an example for Guam that addressed with lessons learned for successfully getting sole-source procurements for unique modelling processed on Guam. Mona Barnes chimed in as well with problems in the U.S. Virgin Islands. Chip's proposed topic was accepted. He will initiate the process of send out the requests for input.

Open forum. Do we want to establish a more formal structure? Two-year terms for Co-chair positions should be staggered. At annual meeting establish a 1-year co-chair and a 2-year co-chair. Do we want to have Terms of Reference to facilitate Reporting out at the end of meetings?

Rocky Lopes: Report out at the end of the meeting will provide more esteem and visibility for the islands.

Laura Kong: Rocky can provide earlier Terms of Reference for us to vote on at the Annual Meeting. Does the Island Caucus need to be more formal—probably? Terms of Reference don't need lawyers to approve it. The Coordinating Committee will need to endorse it.

Island Caucus meeting during the Annual Meeting is where it will be adopted then presented to the Coordinating Committee.

No new business.

Adjourned 6:30 pm.