



SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

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Trish Murphey, Chair | Jessica McCawley, Vice Chair
John Carmichael, Executive Director

SAFMC Executive Committee

November 17, 2025

Webinar

Webinar registration:

[Register Here](#)

AGENDA

PARTIALLY CLOSED SESSION

Monday, November 17, 2025, 1:30 pm – 3:30 pm (Times Subject to Change)

Agenda Approval

Prior Minutes Approval

1. 2026 Personnel Budget Component (**Closed Session**)
2. Budget Review
3. 2026 Activity Schedule and Workplan
4. Administrative Handbook and Statement of Organization Practices and Procedures (SOPP)
5. Other Business

Adjourn

Committee Members

Trish Murphey, Chair
Jessica McCawley, Vice Chair
Carolyn Belcher
Amy Dukes
Kerry Marhefka

Attachments

Attachment 1: Personnel summary (CLOSED)
Attachment 2a: Budget Summary Presentation
Attachment 2b: Budget Summary Table
Attachment 3a: SAFMC 2026 Activity Schedule
Attachment 3b: SAFMC 2026 Workplan
Attachment 4a: Administrative Handbook
Attachment 4b: SOPP

OVERVIEW

Agenda Approval

1. Personnel Budget Component (CLOSED SESSION)

The Committee will review details of the personnel components of the budget in closed session (**Attachment 1**). Any recommended changes in budget values resulting from this discussion will be incorporated in the version provided for approval at the December Council meeting.

2. Budget Review

The Council previously requested a detailed budget review by the Executive Committee prior to budget approval by the Council in December. This allows the Council to start the next CY with an approved budget.

Kelly Klasnick and John Carmichael will review the 2025 budget including year to date expenditures and present the draft CY 2026 budget (**Attachments 2a & 2b**). The budget is based on status quo funding for the Council in 2026. NMFS has not provided any information suggesting funding will be reduced in 2026. However, if funding is reduced, a modified budget will be drafted for Council consideration as needed.

3. 2026 Activity Schedule and Council Workplan

SAFMC Activity Schedules provide the foundation for estimating costs associated with the meeting and travel components of the Council budget. Kelly Klasnick and John Carmichael will review the 2026 SAFMC Activity schedule (**Attachment 3a**). At this time, staff assumes 2026 meetings will be held in person with planned webinar meetings also occurring.

The SAFMC Workplan provides greater details for amendment progress and the topics that will be discussed at each meeting. John Carmichael will review the 2026/2027 Workplan (**Attachment 3b**).

4. Administrative Handbook and SOPP

The administrative handbook (**Attachment 4a**) and SOPP (**Attachment 4b**) provide policy and procedural guidelines for Council related participants and activities. Periodic reviews are completed by staff of both documents and recommended updates are presented to the Council for approval as necessary.