



SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

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Charlie Phillips, Chair | Captain Mark Brown, Vice Chair
Gregg T. Waugh, Executive Director

AGENDA **SOPPs Committee** Westin Jekyll Island 110 Ocean Way Jekyll Island, GA

Thursday, March 8, 2018 – 3:00 P.M. to 4:00 P.M. (Times subject to change)

Approval of Agenda – Chris Conklin

Approval of December 2017 Committee minutes – Chris Conklin

1. Review Policies for Inclusion in SOPPs and/or Handbook (*Overview and Attachments 1 – 4*)
 - a. Overview – Gregg Waugh
 - b. Committee Action: Discuss and provide guidance to staff – Chris Conklin

Other Business – Chris Conklin

Adjourn – Chris Conklin

Committee Members

Chris Conklin, Chair
Anna Beckwith
Roy Crabtree
Jessica McCawley

Doug Haymans, Vice Chair
Chester Brewer
Michelle Duval

Attachments

Attachment 1: SOPPsMarch2011

Attachment 2: DraftAdministrativeHandbookFebruary2018

Attachment 3: CouncilMemberConductRules2014

Attachment 4: CouncilEmployeeConductRules2014

Staff: Gregg Waugh

OVERVIEW

SOPPs Committee

The Committee will approve minutes from the December 8, 2017 meeting.

I. SOPPs

Description: The South Atlantic Council's SOPPs (**Attachment 1**) were last revised in March 2011 and sent to NMFS for review/approval. The intent of the SOPPs is to meet the legal requirements specified by the Magnuson-Stevens Act. The Council uses the Handbook to govern day-to-day operations.

Status of Actions: The SOPPs are still under review and the Committee will receive an update on the status of review.

Required Committee Action: discuss and provide guidance as appropriate.

II. ADMINISTRATIVE HANDBOOK

Description: In December 2017, the Committee reviewed the Council's Administrative Handbook (last revised in January 2014) including the SSC Policy as of June 2011 and AP Policy as of October 2013. Several addendums developed over time but not added to the Handbook were also reviewed. Additions recommended by the Executive Finance Committee, at their June 2017 meeting, were also discussed. The Council directed staff to make the suggested changes, then distribute to the SOPPs Committee for review and input prior to the next Council meeting. The draft updated Handbook, included as **Attachment 2**, incorporates changes from the SOPPs Committee.

Status of Action: The revised Handbook will be reviewed and modified as appropriate. If ready, they can be approved at the March 2018 meeting or if additional time is needed, at the June 2018 meeting.

Required Committee Action: discuss and provide guidance on modifications to the Draft Handbook. Discuss whether the Committee is ready to approve the Handbook now or at the June 2018 meeting. Also determine if there are any changes to the SOPPs.

Other Business