

**FINAL**  
**SUMMARY REPORT**  
**SOPPs COMMITTEE**  
**SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL**  
**Kitty Hawk, NC**  
**December 3 & 4, 2018**

The Committee approved minutes from the October 2018 meeting and the agenda.

**Review Policies for Inclusion in the Handbook**

The Committee met in a short, closed session on Monday afternoon (12/3/18) to discuss internal administrative matters. Gregg Waugh walked the Committee through the Handbook showing all the suggested modifications in track-changes. The Committee approved many changes and provided guidance to staff on further modifications and some additional wording.

The Committee met in open session on Tuesday morning (12/4/18) to report on actions:

1. Committee approved many changes and provided guidance to staff on further modifications and some additional wording.
2. The Committee will meet in a short, closed session to discuss internal administrative matters at the March meeting, followed by an open session to complete their review and approval of the Handbook.

There were no motions.

**Other Business**

No items.

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**Note:** Council staff drafts the timing and task motion based on Committee action. If points require clarification, they will be added to the draft motion. The Committee should review this wording carefully to be sure it accurately reflects their intent prior to making the motion.

**Timing and Task(s)**

**MOTION #1.** ADOPT THE FOLLOWING TIMING AND TASK(S):

- 1) Work with NOAA GC to clarify identified issues in the Handbook.
- 2) Revise the Handbook based on the approved changes for use at the March 2019 meeting.
- 3) Schedule a Partially Closed SOPPs Committee at the March 2019 meeting.

**APPROVED BY COUNCIL**