

**Arizona Invasive Species Advisory Council Meeting (AISAC)  
Research & Information Management Work Group Session  
Monday, February 2, 2009 Meeting Minutes**

**Attendees:**

McMahon, Tom (AGFD)  
Umeda, Kai (U of A, Cooperative Extension)  
McGrew, Brian (ADA)  
Aikens, Rory (AGFD)  
Werner, Bill (ADWR)  
Moorhead, Brian (SRP)

**Call to Order**

Tom McMahon called the meeting to order at 9:32am at the University of Arizona Maricopa County Cooperative Extension Office, Palo Verde Room, located at 4341 E. Broadway Road, Phoenix, AZ 85040.

**Welcome & Introductions**

The meeting commenced with quick introductions.

**Approval of Minutes** (from October 22, 2008 meeting)

Motion to accept – Kai U.

2<sup>nd</sup> by Rory A., Minutes approved by unanimous vote.

NOTE – No minutes available from January 27, 2009 R&IM meeting

**Review DRAFT “Application for Subject Matter Expert List”**

Tom Mc. lead discussion. Began discussion with items of interest/concern from the Control & Management Workgroup. These items were addressed/updated on application

- How do we distribute? (answer – thru website and AISAC members)
- Rename and not use “Application” for title of document
- Add “Control” to Work Area checkoff
- Delete “Marketing” from Work Area checkoff
- Add Media content question box
- Create an Invitation letter (Kai U.)
- Move up section and rename – “Professional AFFILIATION & Community/Volunteer Involvement”
- Change “Mail, email or fax” section from a person to a position – Invasive Species Coordinator, AGFD.
- Move the “For more information, contact us” box to the Invitation letter.
- Add a creation date to this document for future updated versions.
- Appendix A – under “Specific Area of Expertise”, add:
  - Mechanical Control Methods
  - Identification/Diagnostics

**ACTION ITEM** – Kai U. and Chasa O. will update this application and create an Invitation letter for approval at the February 10<sup>th</sup>, 2009 AISAC meeting.

**Review/Discuss Granting opportunities list** (tabled for next meeting)

**Next WG meeting has not been scheduled.**

**Meeting adjourned at 10:09am**