Committee Members Present
Mark Fina - Chair
Jim Gilmore
Julie Decker
Scott Goodman
Glenn Reed
Stefanie Moreland (on phone)
Dave Benton (on phone)

Others
Tomi Marsh, Board Member (on phone)
Christopher Oliver, Alaska Seafood Co-op staff
Alexa Tonkovich / ASMI Executive Director-staff
Jeff Regnart / ASMI Fisheries Consultant-staff
Tricia Sanguinetti / ASMI Consultant-staff
Lisa Martinson / ASMI Admin Support Technician-staff

Opening Items

a. Meeting was called to order at 10:02am

b. Introductions were made around the table and on the phone

c. Gilmore motioned to approve the agenda
   - Fina moved the strategic plan discussion and transition document to the front of the agenda as Stefanie is calling in from Europe
   - Goodman seconded; motion was unanimously approved

d. Minutes approval
   - September 14, 2017, meeting summary approval
   - There was a question as to whether or not there will be an RFM meeting at All Hands
- At the previous meeting, it was decided not to plan one
- Now there is a 2-hour niche found on Wednesday that the RFM committee members can meet and Board of Directors members could interact if their schedule allows
- Topics could be where the program is going, answer questions about the QMS or strategic plan, and discuss the logo
- **Decker motioned to approve the draft minutes from the September 14th meeting; Gilmore seconded; motion was unanimously approved**

e. **Opening Remarks**
   - None

f. **Goals & Discussion for current meeting**
   - Fina feels the committee is moving successfully along on the QMS
   - In discussing the strategic plan, focus on conveying to the Board where we’re headed

**Public Comment**
There was no public comment.

**New Business**

a. **Strategic Plan**
   - A lot has changed since this document was first drafted in 2014
   - A status update will be written to update the elements on the first page
   - Remind the Board of the objectives that have been prioritized with their direction
   - To insure the long-term success of the program, the steps needed will be presented to the Board for their approval
   - An outline of possible steps will be shown to the Board on how this program will serve the needs of the client fisheries
   - We will ask specific questions to read the direction of the Board to be sure we knows what they think will need to be done for this program to be successful
   - The QMS and Procedures have been streamlined, with an eye to efficiency and cost-savings for the client fisheries (i.e., a projected 15-20% cost savings using desktop audits with no loss of abilities)
   - A subcommittee comprised of Moreland, Gilmore, Reed and Benton will work on the update
   - Tomi Marsh will listen in to get more background on it
   - A PowerPoint of the Strategic Plan will be created so that we may get Board input
   - A list of actionable items this committee is working on to make progress
   - Transition document will be tabled at this time

b. **Development and Implementation of RFM Survey of the AK Industry**
   - The committee feels the industry needs more education as to the value the RFM program and certification brings to them
   - Each segment of the industry has a different angle on the use of the certification and the value it imparts
   - When we increase the understanding of the need for choice in certification, opinions won’t fluctuate as much due to evolving threats
- RFM is not a replacement to MSC, just assurance against having only one certification
- In the PowerPoint to the Board, we need to list the steps of outreach and education to the industry on showing them why they need RFM as a choice
- The committee will lay out a recommended path forward, with tangible steps

c. QMS finalization
- The committee will need to make a motion to approve and finalize the edits
- This can be done via email
- Regnart will email around a final version after today’s edits to make an electronic motion via email
- **QMS 2:** After certification, the following audit plan could be adopted by the fishery:
  1st audit desktop, 2nd desktop but maybe desktop, 3rd desktop, 4th and 5th combined desktop and onsite recertification
- This processes could result in a 25% savings over a 5-year cycle
- With a robust action plan, even if there was a non-conformance, a desktop audit could be feasible
- To show an intent to assist in savings, the committee opts to write a separate memo showing the CBs that doing more than a desktop audit is preferable if possible
- **QMS 5, 7 & 8** to be combined into 5
- **QMS 9:** breaking it up
- An up-front cost to launch an appeal will be added so that the client is earnest in the appeals process
- Fina and Regnart, with Wes Toller, will do the full rewrite and flowchart, then send it out to the committee members
- Regnart will create an executive summary of the changes of consequence

d. Logo
- The Overseas Marketing Representatives (OMRs) will be looking at the options on the Monday of All Hands
- Moreland’s company’s marketing representatives preferred option #1, one color

e. The next RFM meeting will be Wednesday, November 29, 2017, 8-10am at All Hands
- All committee members are invited to All Hands, but do not feel obligated to travel to All Hands solely for the RFM meeting

f. Julie Decker informed the committee of an Alaska Fisheries Development Foundation (AFDF) grant in the works, akin to Open Seas in New Zealand
- The grant will fund transparency projects in the seafood supply chain
- If the AFDF gets the grant and approaches the design stage of a site like this, Decker will inform this committee

**Gilmore motioned to adjourn the meeting; Reed seconded the motion; the motion passed unanimously. The meeting adjourned at 1:50pm.**