

Teleconference/Virtual

FINAL Meeting Minutes

Education, Planning, and Outreach Committee  
Board of Wildlife Resources  
7870 Villa Park Drive, Board Room  
Henrico, VA 23228

January 20, 2021  
2:00 pm

**Present:** Ms. Karen Terwilliger, **Chair**, Mr. G. K. Washington; Ms. Catherine Claiborne;  
**Board members:** Mr. Leon Boyd, Mr. Tom Sadler and Mr. Brian Vincent; **Executive Director:**  
Mr. Ryan J. Brown; **Director's Working Group:** Mr. Gary Martel, Mr. Lee Walker, Ms. Paige  
Pearson, Dr. Mike Bednarski, Mr. George Braxton, Mr. Tom Guess, Mr. Darin Moore, Colonel  
John Cobb.

The Committee Chair called the Virtual meeting to order at 10:00 am and welcomed everyone to the meeting. The Chair noted for the record that a quorum was present for the meeting.

The Chair read the meeting procedure order for the meeting.

This meeting is proceeding under Item 4-0.01, subsection G of the Appropriation Act and section 2.2-3708.2 of the code of Virginia. It is being held by electronic communication, as the COVID-19 virus has made a physical meeting of the Committee impracticable. This emergency imposed by COVID-19 is observed by Executive Orders 51, 53, and 55 issued by the Governor of Virginia. The committee's actions today shall be solely limited to those matters included on the agenda; all of these proposed actions are statutorily required or necessary to continue operations and discharge lawful purposes, duties, and responsibilities of the Committee.

The Board Secretary took a Roll Call Vote for attendance of Board members attending. Karen Terwilliger, G. K. Washington, Catherine Claiborne, Brian Vincent, Leon Boyd and Tom Sadler were in attendance.

**Approval of the October 1, 2020 Meeting Minutes:** The Chair called for a motion to approve the minutes of the October 1, 2020 Committee meeting. Mr. Washington made a motion to approve the minutes of the October 1, 2020 meeting minutes and Ms. Claiborne seconded the motion.

The Board secretary took a Roll Call Vote: Ayes: Terwilliger, Washington, and Claiborne.

**Public Comment – Non Agenda Item:** The Chair called for Public Comments on Non –Agenda Items, hearing None, the Chair continued on with the meeting.

**Boat Titling/Registration and Customer Service Report:** The Chair called on Ms. Melody McCormick for a report.

Ms. McCormick introduced her Boat Titling and Customer Service staff and thanked them for their commitment to DWG and gave an update on the Boat Section on how Boat Section and Customer Service are continuing to perform during COVID-19.

After discussion and comments, the Chair thanked Ms. McCormick for her report.

**Virginia Wildlife Viewing Plan – 2021-2031:** The Chair called on Mr. Brian Moyer for a presentation.

Mr. Moyer gave a presentation on the Virginia Wildlife Viewing Plan 2021-2031.

After discussion and comments, the Chair thanked Mr. Moyer for his presentation.

The Chair called for a motion to approve the Virginia Wildlife Viewing Plan 2021-2031 for Public Comment. Mr. G. K. Washington made the motion, Madame Chair, I move that the Education, Planning, and Outreach Committee approve to the full Board, The Virginia Wildlife Viewing Plan 2021-2031 for public comment as presented by staff. It was seconded by Catherine Claiborne.

The Chair called on the Board Secretary for a Roll Call Vote. Ayes: Karen Terwilliger, G. K. Washington, Catherine Claiborne

**Governance Manual and Committee Charters:** The Chair called on Mr. Tom Guess for an Update.

Mr. Guess presented the Governance Manual and Committee Charters language changes.

After discussion and comments, the Chair thanked Mr. Guess for his Update.

The Chair called for a motion. Mr. Sadler made a motion, Madame Chair; I move that the Education, Planning, and Outreach Committee approve the staff recommendations to amend the Board Governance manual, Code of Ethics, and Committee Charters to the full Board of Wildlife Resources for their consideration. It was seconded by Ms. Claiborne.

The Chair called on the Board Secretary for a Roll Call Vote. Ayes: Karen Terwilliger, G. K. Washington, and Catherine Claiborne

**2020 Hunter Education Update:** The Chair called on Mr. David Dodson for an update.

Mr. Dodson gave an update on the 2020 Hunter Education Program during COVID-19 and how they have been able to continue teaching and training the public.

After discussion and comments, the Chair thanked Mr. Dodson for his update.

**2020 Boating Education Update:** The Chair called on Ms. Stacey Brown for an update.

Ms. Brown gave an update on the 2020 Boating Safety Education Program and how they worked around COIVD-19 to continue their Boating Safety Education Program.

After discussion and comments, the Chair thanked Ms. Brown for her update.

**Salamander Conservation License Plate:** The Chair called on Mr. Lee Walker.

Mr. Walker presented the Committee with the newest Wildlife Conservationist Salamander License plate.

**Director's Report:** The Chair called on Mr. Ryan Brown for his Director's Report.

Mr. Brown reported on:

- The Director thanked the Boat Section and Customer Service for all of their work and efforts to keep all the public satisfied and thanked Mr. Tom Guess for his efforts and handling the Governance Manual and Charters.

The Chair thanked Mr. Brown for his report.

**Chair's Report:** The Chair thanked all of the presenters for their awesome presentations. The Chair appreciates all the efforts of staff to continue to communicate and work during COVID-19.

The Chair asked if anyone had any further questions or comments and hearing none, she adjourned the meeting at 3:19 pm.

Respectfully submitted,

Frances Boswell  
/s/

