

13.08.01 – Reading File

August 2003

Exxon Valdez Oil Spill Trustee Council

441 W. 5th Ave., Suite 500 • Anchorage, Alaska 99501-2340 • 907/278-8012 • fax 907/276-7178



August 28, 2003

Scripps Institution of Oceanography
9500 Gilman Drive, 0210
La Jolla, California 92093-0210

To Whom It May Concern:

Thank you so much for the invitation to help celebrate your 100th birthday, September 25, 2003. One hundred years of success should not go without a great deal of recognition.

Unfortunately, we are unavailable to join in on your celebration. We hope that it is as rewarding, as I'm sure, the past 100 years have been.

Thank you again and good luck.

Sincerely,

Gail Phillips
Executive Director

Exxon Valdez Oil Spill Trustee Council

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September 12, 2003

Mr. Ed Rasmuson
MAC K3212-051
P.O. Box 196127
Anchorage, AK 99519

Dear Mr. Rasmuson:

Hi Eddi -

Our mutual friend, John Gerster, informed me that he had talked with you about giving the keynote address during our annual meeting in January. This letter is to follow up on that invitation. Thank you so much for agreeing to do so.

Each year the *Exxon Valdez* Oil Spill Trustee Council hosts an annual meeting to bring the people of Alaska up to date on what is going on in our organization. During the past several years we have moved away from an emphasis on restoration and now we are focusing on research in the Gulf of Alaska, Cook Inlet and Kachemak Bay and in establishing monitoring systems that will provide baseline data in these waters for years to come.

We would like you to give the Keynote address at a luncheon meeting on Tuesday, January 13th. The location will probably be held at the Captain Cook, and I will follow up with a confirmation on this a little later. Since the report on the President's Oceans Commission work is due out in November and since you are a member, we thought that this would be an ideal time and place for you to give this report – especially to a group of Alaskans who will be focusing on Alaska's oceans.

We are honored that you have accepted our invitation and we look forward to your remarks. As soon as we have the program finalized, I will make sure you have a copy.

Sincerely,

Gail
Gail Phillips
Executive Director

*Thanks so much
for doing this - it's
a real "plus" for
EVOS!*

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August 27, 2003

Alexander S. Bychkov, Executive Secretary
PICES – Institute of Ocean Sciences
PO Box 6000
Sidney, BC Canada V3L 4B2

Dear Mr. Bychkov:

Thank you so much for your invitation dated August 13, 2003, for the *Exxon Valdez* Oil Spill Trustee Council to be present as an observer, at the Twelfth Annual Meeting to be held in Soeul, Korea in October.

We very much appreciate being included and I have designated Dr. Phil Mundy, our Science Director, to represent EVOS at this meeting.

We are looking forward to the outcome of the discussions during this session and wish you well in all your preparations for it.

Sincerely,

A handwritten signature in cursive script that reads "Gail Phillips". The signature is written in dark ink and is positioned above the printed name and title.

Gail Phillips
Executive Director

gp: bh
cc: Phil Mundy

Exxon Valdez Oil Spill Trustee Council

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FAX COVER SHEET

To: Alexander Bychkov Number: 250 363-6827
From: Brenda Hall Date: 8/27/03
Comments: Pages: 2 with cover

HARD COPY TO FOLLOW: Yes

Document sent by: BH

*** TX REPORT ***

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Memorandum

TO: Commissioner Kevin Duffy
Alaska Department of Fish and Game

FROM: Gail Phillips
Executive Director

DATE: August 1, 2003

SUBJECT: Delegation of Expenditure Authority

The purpose of this memorandum is to request the delegation of authority regarding expenditures concerning refreshments under AAM 35.150, including food in certain limited circumstances, in conjunction with Trustee Council sponsored meetings, conferences and workshops. It has been suggested that administrative procedures could be simplified through such a delegation of authority.

Background

The Exxon Valdez Oil Spill Trustee Council sponsors numerous public meetings, conferences and workshops. This includes public meetings of the Trustee Council, the 20-member Public Advisory Committee (PAC), technical peer review workshops, other work sessions, and the annual science conference. These meetings involve hundreds of individuals including principal investigators, agency resource managers, and spill-area community residents. Many of these restoration program meetings, science workshops and conferences are lengthy events, sometimes of one or more days duration, that require sustained participation by attendees throughout the course of the meetings.

Pursuant to AAM 35.150, expenditures on food of any kind is not permitted "... unless reviewed by the appropriate agency head and deemed necessary for such state functions as training, conferences, board meetings, etc., and not to exceed a reasonable amount." In the past, as appropriate on a case-by-case basis, specific requests for authority to purchase certain refreshments such as coffee/tea, soft drinks and certain food items for Trustee Council sponsored events has been requested by the Restoration Office from the state administering agency (formerly ADEC, now ADF&G). These requests have been made in writing, with the reason for the request stated, and they have been consistently approved.

Memo re: Delegation of Authority
July 24, 2003
Page 2

This matter has been reviewed with the Public Advisory Committee and there is a general recognition that such a delegation of authority would facilitate administration of the restoration program. Please also note that, if the delegation is authorized, in any instance which food is provided to an individual that would otherwise receive per diem expenses, the Restoration Office will work to ensure that reimbursements for food are offset appropriately.

Request for Delegation of Authority

Please consider this memorandum as a formal request for the delegation of authority under AAM 35.150 to the Executive Director of the Trustee Council.

Approved: _____ Date: _____
Kevin Duffy, Commissioner

cc: Kevin Brooks, ADF&G
Paula Banks, EVOS

*** TX REPORT ***

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Memorandum

TO: Commissioner Kevin Duffy *Kevin*
Alaska Department of Fish and Game

FROM: Gail Phillips
Executive Director *Gail*

DATE: August 1, 2003

SUBJECT: Delegation of Expenditure Authority

- My first "official" duty!

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