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APPENDIX 1

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MISSION STATEMENT		
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“Ensuring a reliable, sustainable supply of sea urchin products to consumers and enhancing the performance of California’s Sea Urchin Industry.”

The Commission shall undertake or advocate for projects and programs pertaining to sea urchin resource research and management, public information and education, marketing research and development, and promotion of California uni. Commission activities may include, but shall not be limited to, the following:

- A. Carry out industry educational programs regarding proper handling of sea urchin, methods to preserve the quality of sea urchin and protect public health, and employee safety.
- B. Conduct market surveys and analysis.
- C. Inform the public and policy decision makers regarding the condition of the sea urchin resource, efforts underway to ensure a sustainable resource, sea urchin quality standards, and other initiatives to promote the sea urchin industry.
- D. Carry out scientific research and analyze data regarding the sea urchin fishery, fishery management, resource enhancement, production practices, and marketing.
- E. Inform the public regarding consumer uses of sea urchin.
- F. Publish and distribute information to producers and handlers relating to the sea urchin industry.
- G. Disseminate information to enhance the marketing of California sea urchin in both domestic and foreign markets.
- H. Present facts to, and negotiate with, state, federal and foreign agencies on matters which affect the sea urchin fishery.

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The policies and procedures set forth below are not intended to amend or modify relevant provisions within the Food and Agriculture Code, Chapter 25 or the Bylaws for the California Sea Urchin Commission. The purpose of this policy is to establish general operating provisions for the Commission. The policy may be amended from time to time with a majority vote of the Commission.

3.1 General Authority

The Commission is authorized to adopt, rescind, or amend, at the discretion of the Commission, any rules, orders, or procedures necessary for carrying out the purposes, objectives, and programs of the Commission. It may be necessary to get the formal or informal concurrence of the Secretary of Food and Agriculture for these rules, orders, or procedures. The rules, orders, or procedures may include, but are not limited to, the following:

- A. Establish nomination and election procedures and schedules for electing Commission members and alternates and nominating a public member.
- B. Establish procedures for considering any claims against the Commission or its members and alternates, to include an opportunity for individuals aggrieved by the actions or determinations of the Commission to have an informal hearing before the Commission or a committee of the Commission designated for this purpose.
- C. Adopt an assessment on sea urchin landings to fund Commission operations.
- D. Fix compensation for all employees or contractors of the Commission.
- E. Establish a rate of compensation or stipend for Commission regular members and alternates. A stipend shall not exceed one hundred and twenty-five dollars (\$125) per day for each day spent on official Commission business not to exceed five hundred (\$500) in one month.
- F. Establish rates and procedures for members, alternates, and nonmembers of the Commission serving on a committee (excluding officials of public agencies) to claim and be reimbursed for reasonable travel, meal, and lodging expenses.
- G. Adopt an annual budget and submit it to the Secretary of Food and Agriculture for review and concurrence.

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H. Adopt an annual work plan and submit it to the Secretary of Food and Agriculture for review and concurrence.

I. Establish procedures to ensure that all proprietary information obtained by the Commission from divers or handlers is kept confidential consistent with State law unless disclosure is required by a court order in a judicial proceeding.

J. Establish procedures for the disbursement of Commission funds.

K. Establish procedures for investing surplus Commission funds.

L. Establish procedures for the collection and dissemination of information of market price and sales, ensuring the confidentiality of the identity of handlers reporting and the information reported.

3.2 Elections

General Provisions

The Commission shall be composed of 11 voting members, including five sea urchin handlers, five sea urchin divers, and one public member, and may include any number of nonvoting members, at the discretion of the commission.

A. A schedule for conducting biennial elections of Commission members shall be adopted so as to complete the election cycle prior to the first meeting of the Commission in the Spring. The schedule shall include not less than 21 days, but preferably up to 28 days, for diver and processor candidates to complete and submit an appropriate nomination petition in order to appear on a ballot.

B. Voting shall be conducted by mail ballot allowing not less than 21 days, but preferably up to 28 days, to complete and return ballots. Ballots must be postmarked not later than the due date to be counted and included in the tally of votes cast.

C. Notice of the pending election shall be included in the Commission newsletter mailed just prior to the start of the election cycle. One or more electronic notices or reminders shall be sent during the election cycle to encourage a high level of participation in the voting.

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D. Qualified candidates will be given an opportunity to submit a short statement (not more than 300 words) of his or her qualifications and reasons for wanting to serve on the

Sea Urchin Commission. Statements submitted prior to the deadline will be included with the ballot mailed to all industry participants.

Balloting Procedures

A. Handlers shall elect five commission members from among those persons qualified pursuant to the statute and bylaws applicable to the Commission and licensed pursuant to the Fish and Game Code to engage in the sea urchin fishery or a person specifically representing one or more handlers.

B. (1) Divers statewide shall elect five persons from among those persons qualified, pursuant to the statute and bylaws applicable to the Commission, and licensed pursuant to the Fish and Game Code to engage in the sea urchin fishery.

(2) One diver member shall be elected from each of the following districts:

- (a) San Diego County
- (b) Orange or Los Angeles County
- (c) Ventura County
- (d) Santa Barbara County or
- (e) Sonoma or Mendocino County.

(3) Persons nominated for election to the Commission as a diver member shall be nominated by a petition signed by not less than five divers eligible to vote pursuant to statute.

(4) Although elected statewide, diver Commission members are elected “from” one of the five districts. For this purpose, “from” means that the diver candidate has landed a majority of his or her sea urchin during the immediate preceding season at a port located within the district and he or she must be present in the district during much of the season to be reasonably able to take a leadership role in calling and leading port meetings, communicating with other divers within the district regarding the work of the Commission, and to adequately understand and incorporate the preferences of local divers into the deliberations of the Commission.

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Appointed Members

- A. The public member shall be appointed to the Commission by the Secretary from nominees recommended by the Commission.
- B. The Agriculture Secretary, or Department of Food and Agriculture (CDFA) representative, and other appropriate individuals, as determined by the Commission, shall be nonvoting members of the Commission.

Alternates and Vacancies

- A. Alternates for elected members may be elected in the same manner as members. At the discretion of the Commission, alternates may be elected by a separate ballot or vote or alternates may be the person receiving the second highest number of votes on ballot for regular Commission members.
- B. An alternate shall, in the absence of the member for whom he or she is substituting, serve in place of a member and shall have and be able to exercise all the rights, privileges, and powers of a member when serving on the Commission. In the event of a change in status making a member ineligible to serve, or due to death, removal, resignation, or disqualification of a member, an alternate shall act as a member of the Commission until a qualified successor is elected or appointed.
- C. Any vacancy on the Commission shall be filled by another eligible person for the unexpired portion of the term by a majority vote of the remaining members of the Commission. The person shall fulfill all the qualifications as required for the person whose office he or she is to occupy.
- D. Qualifications of Commission members and their alternates shall be maintained during their entire term of office.

Term of Office

- A. The term of office of all members and alternates on the Commission, except nonvoting members, shall be two years from the beginning of the fishery season in the year of their election and may serve not more than two consecutive terms. Following the final term, a member may serve up to 12 months or until a qualified successor is elected, whichever occurs first.

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B. A member or alternate who has served the maximum number of sequential years allowed shall be again eligible for election to the commission following a period of not less than 12 months during which he or she has not served as either a member or an alternate.

3.3 Meetings

A. Commission meetings are held four times per year, typically in February, May, July and November. Special meetings may be called by the Chairman.

B. All general meetings are open to the public as required by the Bagley Keene Open Meeting Act. However, meetings held under Executive Session, which deal with personnel, legal or other confidential matters as deemed acceptable by the Bagley Keene Open Meeting Act, are normally limited to Board members, the CDFA representative, and other participants specified by the Chairman of CSUC.

C. Recording of Commission meetings, either through a video or audio recording, is not allowed, except the Commission chairman may grant an exception if no Commission member present objects to a recording being made.

3.4 Timeline for Commission Activities Related to Commission Meetings

A. Suggested Agenda Items are to be submitted to the Commission Office three (3) weeks prior to scheduled meetings.

B. Public Notice and Agenda shall be posted and distributed not later than ten (10) days prior to scheduled meetings.

C. Draft minutes from a meeting are to be distributed within thirty (30) days following the meeting.

D. Newsletter articles are due two (2) weeks following each general meeting.

E. A newsletter shall be mailed approximately thirty (30) days following each general meeting.

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3.5 Port Meeting Guidelines

A. All port meetings are open to all industry participants and the general public. They should be held in conjunction (either directly before or after) with California Sea Urchin Commission Meetings. Port meetings should be locally noticed along with an agenda. Local diver Commissioners will forward a copy of the meeting notice to the Commission Office for electronic distribution not later than 12 days prior to the meeting. In addition, notice will be posted at docks by the local Commissioner. A phone tree could also be utilized. A reasonable effort must be made to contact divers in the district of the port meeting.

B. The local diver Commissioner should take notes which include, at a minimum, a list of meeting attendees and vote tallies. A written summary will be forwarded to the Commission office for possible inclusion in a newsletter and an oral summary will be presented at the next Commission meeting.

C. Only local diver Commissioners and/or alternates will be reimbursed for expenses submitted to the Executive Director. The reimbursement cap for each meeting is \$50. Receipts must be included with the expense claim report. Approved expenses include, but are not limited to, refreshments, room charges, and photocopy fees.

3.6 Member Expenses

A. Elected Members and Alternates will be reimbursed for necessary travel and other expenses that are incurred in the performance of their duties. The Commission will reimburse members and alternates for expenses incurred while attending meetings of the Commission. Travel expenses are paid at the state approved government rates, which are revised from time to time. (Please refer to attached Appendix 1)

Meals:

Reimbursements for meals will require a receipt. Meals itemized on a hotel bill receipt are acceptable. In instances when using cash, establishment printed receipts (from a register or official restaurant form) are acceptable.

Meetings or functions where a meal is provided by the Commission (such as annual meetings/ board meetings), there is no person limit. The Commission and staff will endeavor to keep related meal expenses reasonable as it pertains to the situation involved.

Hotel:

Reimbursement for hotel expenses requires a receipt.

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Hotel expenses are not to exceed \$175.00 a night (state government mandate). Each city charges its own state rate; **please always ask for this rate.** The same limit applies on hotel room per night charge when traveling out of state. If the hotel per night charge cannot be obtained within this limit, advanced written approval is required by the Executive Director.

Airline Tickets:

The Commission is eligible to take advantage of state rates from certain airlines in the state of California. All airline travel should be booked using Sacramento Travel Service (1-888-645-6437 or www.sacramento-travel.com) with travel charges billed directly to the Commission for payment. If it is necessary to purchase a ticket directly, you must submit both the airline ticket stub and receipt for the ticket to be reimbursed.

Miscellaneous Items:

If you use a personal car for Commission business, mileage is reimbursed at the current Federal tax allowance limit.

Reimbursement for parking, taxi and fuel for rental car expenses requires a receipt.

State Regulations Handbook, Rule 24, states: “Expense claims shall be rendered not later than 15 days following the end of the month during which the expense is incurred”. The Executive Director reserves the right to refuse payment of any expense claim that is not submitted within a reasonable period of time without satisfactory explanation.

3.7 Extraneous Meetings

The Chairman of the California Sea Urchin Commission shall have the discretion to decide who will represent the Commission at extraneous meetings. These meetings must pertain to the fishery industry and approval must be granted prior to the meeting. Attendance should include providing testimony or a report at the meeting on behalf of the Commission. The Chairman will determine reimbursement and how many people will attend a particular meeting. Expenses will be capped at \$500 per meeting and receipts must be provided. The attendees will provide a report regarding the meeting to the Commission at the next Commission meeting.

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3.8 Conflict of Interest Statements

Each Commission Member, Alternate, and the Executive Director is responsible for filing a Conflict of Interest Statement Form 700 on an annual basis and upon assuming or leaving office. The Administrative Assistant is responsible for distributing the forms in a timely manner and maintaining them on file in the Commission Offices for five years. Failure to file Conflict of Interest Statements can result in removal from one’s position.

3.9 State of California Government Identification Cards

This card is issued for identification purposes when traveling. The Administrative Assistant is responsible for distributing the application form in a timely manner upon election to the Commission and maintaining them on file in the Commission Office for five years. Upon termination from office, the Commissioner will return the card to the Commission Office.

3.10 Confidentiality

The Commission is committed to ensuring and maintaining confidentiality (not disclosed to the public or others within the industry) of all personal and proprietary information in its possession or that may be collected, calculated or tabulated by the Commission. This information includes, but is not limited to, personal residence addresses of divers and handlers; the value and volume of sea urchin landings made or purchased; the volume of uni or other products processed, sold or shipped; the value of uni or other products processed, sold or shipped; the price received for uni or other products sold; the frequency and location of harvesting activities; the recovery rate of sea urchin harvested or purchased; and the volume and value of different grades of uni processed or sold.

The information listed above is confidential and shall not be disclosed as it pertains to individual divers and handlers except when required by a court order after a hearing in a judicial proceeding. Information that is required for reports to governmental agencies, financial reports of the Commission, aggregate reports of sea urchin landings and purchases and uni production and sales, and any other information that gives only industry totals, excluding individual diver or handler information, may be disclosed by the Commission.

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The Commission will take all reasonable precaution to ensure that confidential information is protected. The Commission is not liable for confidential information that is publicly disclosed by a diver or handler, becomes public through no act of the Commission, or is received by the Commission from a third party.

Commission members, alternates, non-voting members, staff and all consultants are required to comply with this policy. Information collected and how it will be used should be declared, to the extent possible, prior to collecting any confidential information.

3.11 Record Retention/Disposition Policy

The Executive Director is responsible for establishing and maintaining files as appropriate to the operation of the CSUC of related records and historical files.

Retention Schedule:

- * Accounting and Banking 10 years
- * Accounts Payable invoices 10 years
- * Commission Minutes Historical forever
- * Assessment Payment Forms 10 years
- * Conflict of Interest Forms 5 years
- * Government Identification Applications 5 years

3.12 Use of the Sea Urchin Commission Logo

The Commission adopted a logo to enable easy identification of the Commission and its official documents, educational materials and other printed information. The Commission is interested in having its logo become widely recognized by persons in the industry and the general public. Therefore, the Commission will prominently display and use the logo to the greatest extent practical and appropriate in accordance with the following protocols. Other participants in the industry, upon authorization of the Executive Director, may use the Commission’s logo, subject to the following.

- A. The logo shall always be used in a form true to its original design, proportionate size, color (when reproduced in color), lettering style, and artistic layout.
- B. The logo can only be used in its entirety, using one or more individual element of the logo is not allowed.

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C. The logo maybe only be reproduced in two colors, the uni pieces in the cut-away view of a sea urchin and the uni on the sushi shall be gold. All other elements of the logo shall be black.

D. Except when used by the Commission, the logo may never be used in such a way that could suggest, represent, imply or otherwise indicate that the California Sea Urchin Commission approves, certifies, recommends, endorses, proposes, or otherwise supports any company, product or course of action.

E. The logo can only be used with the approval of the Commission and only original copies provided by the Commission may be used. The logo may not be reproduced from Commission printed material, lifted from the Commission’s website, or taken from any other medium.

F. When used by others in the industry, use of the logo shall be limited to paperwork applications, e.g., invoices, stationery, advertising, brochures, etc. It is recommended that the logo be accompanied with phrases such as: Member of, Support the Work of, or other similar statements which reflect affiliation with the Sea Urchin Commission.

G. Any use of the logo deviating from these terms must be specifically approved by the Commission’s Executive Director prior its use. Use not in compliance with this policy will lead to the authorization being withdrawn and a public notice of such action will be distributed to others in the industry.

3.13 Assessments

The Commission shall annually, not later than February 1, establish an assessment rate for the coming season which begins on March 1, or vote to continue the assessment of the current season for another year. The maximum assessment that may be levied by majority vote of the Commission may not exceed three cents (\$0.03) for each pound of sea urchin (Food and Agriculture Code Section 79120).

Therefore, the Commission shall establish a procedure for collecting and handling assessments, including the preparation of a collection form which explains the legal obligation to pay the assessment, gives instructions, and explains the penalties for failure to pay assessments in manner prescribed by State law.

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3.14 Grievance Procedures

The statute authorizing the Sea Urchin Commission (Food and Agricultural Code Section 79128) requires that procedures be adopted for the filing of grievances regarding actions of the Commission. The established procedures shall be as follows.

Any person aggrieved by the actions or determinations of the Commission or its staff may request an informal hearing before the Grievance Committee of the Commission in accordance with the following:

1. Any claim against the Commission shall be directed in writing to the Commission and contain the name and mailing address of the requesting party and a brief statement of the grievance. Such claims must be filed with the Commission within one hundred and twenty (120) days of the date the claim first arose.
2. Within ten (10) days after receiving a grievance claim, the Commission Chairman shall appoint a person to act as Chairperson of a special Grievance Committee. The Chairperson shall be a member or alternate member of the Commission. With recommendations from the Grievance Committee Chairperson, the Commission Chairperson shall appoint three (3) additional individuals to serve on the Grievance Committee. The Grievance Committee may consist of Commission members or alternates, and any other permitted sea urchin diver.
3. The Grievance Committee shall have up to sixty (60) days after its members are appointed in which to investigate the claim.
4. The Grievance Committee shall conduct an informal hearing of the claim as soon as possible, but not more than sixty (60) days after the date of completing its investigation and shall notify the requesting party of the date, time, and place of the hearing at least ten (10) days prior to the date of hearing.
5. The Grievance Committee shall receive oral and written evidence from the requesting person and any other interested persons including the staff of the Commission.
6. The Grievance Committee shall submit the record of the hearing and its recommendation to the Commission within thirty (30) days after the informal hearing.

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7. The Commission shall review the record and approve or deny the recommendation of the Grievance Committee at its next regular meeting. The final decision of the Commission shall be reflected in the minutes of the meeting and communicated in writing to the aggrieved party.

8. An appeal from the final decision of the Commission may be made to the Secretary of the Department of Food and Agriculture.
9. The determination of the Secretary shall be subject to judicial review upon petition filed with the appropriate Superior Court.
10. If a grievance that is filed includes claims relating to the amount or payment of assessments, the claimant shall not be relieved of his or her obligation to file assessment reports and pay assessments to the Commission as required by Commission law. In the event the claimant prevails in all or any part of the claim, the amount of assessment payments, penalties or interest which were subject of the grievance shall be refunded to the claimant, but only to the extent that the claimant prevailed in the grievance.

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- Executive Director
- Administrative Assistant
- Bookkeeper
- Commissioners
- Executive Committee

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4.1

POSITION: Executive Director

REPORTS TO: Executive Committee of the California Sea Urchin Commission

SUPERVISES: Office Manager, Bookkeeper and Consultants to the Commission

DUTIES AND RESPONSIBILITIES:

The duties of the Executive Director shall include, but not be limited to, the following:

- A. Be responsible for the administration of all actions and policies of the Commission and for the performance of these duties on behalf of the Commission.
- B. Employ, retain, establish compensation levels within approved budgetary guidelines, supervise, and when necessary discharge any of the employees or consultants of the Commission.
- C. Adhere to and carry out all rules, regulations, and procedures adopted by the Commission or requirements contained in State law.
- D. Provide any assistance, counsel, and advice to the Commission and its committees that may be necessary for the proper execution of Commission responsibilities and duties.

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4.2

POSITION: Administrative Assistant to the California Sea Urchin Commission

REPORTS TO: Executive Director of the California Sea Urchin Commission

DUTIES AND RESPONSIBILITIES:

The duties of the Office Manager shall include, but not be limited to, the following:

- A. Attend all California Sea Urchin Commission workshops and meetings.
- B. Coordinate Commission meeting details, including site selection, contract negotiations, room reservations, meeting room setup, food and beverage and audio/visual equipment.
- C. Prepare meeting notices and agendas for distribution and posting on the internet.
- D. Transcribe and distribute meeting minutes.
- E. Oversee the writing, editing, and printing of CommUNITY newsletter. and write and edit articles as necessary.
- F. Write and edit the electronic newsletter.
- G. Administer the Statement of Economic Interests Form 700 reporting requirements.
- H. Manage, research, and assist with Commission projects as needed.
- I. Maintain mailing lists.

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4.3

POSITION: Bookkeeper

REPORTS TO: Executive Director of the California Sea Urchin Commission

DUTIES AND RESPONSIBILITIES:

The duties of the Bookkeeper shall include, but not be limited to, the following:

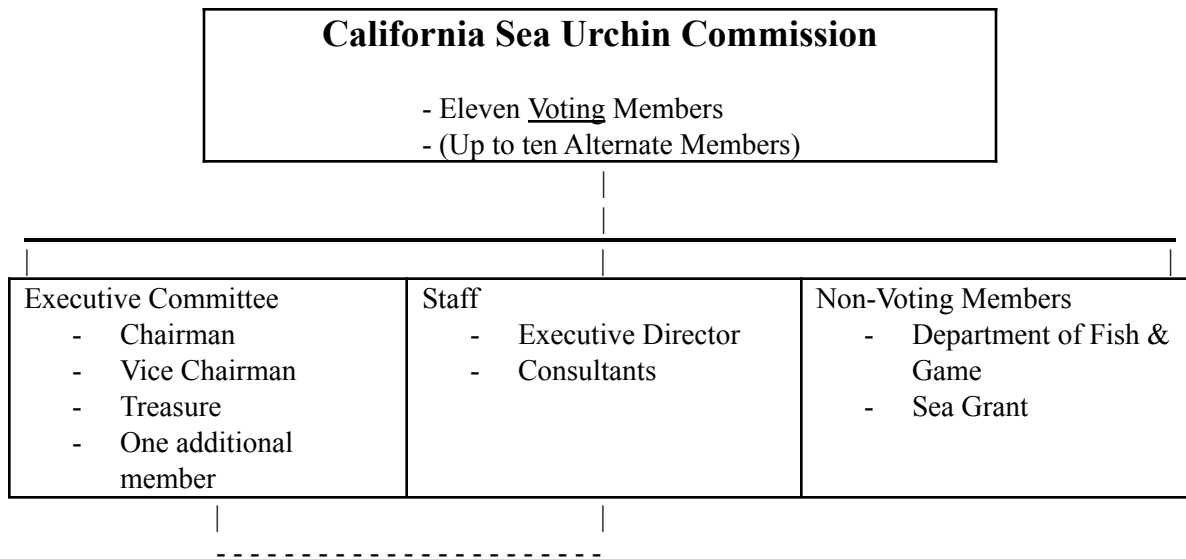
- A. Check accuracy of all invoices and expense reports; prepare invoices and expense reports for payment; write checks; and enter necessary information into QuickBooks.
- B. File all invoices and expense reports.
- C. Reconcile checking, savings, American Express and Visa statements.
- D. Prepare Quarterly Assessment letters and forms and mail to processors. Maintain tracking file.
- E. Receive checks and prepare deposit slips.
- F. Backup accounting computer system on an as needed basis.
- G. Monitor and prepare Quarterly (or as needed) financial reports
- H. File financial reports.
- I. Prepare 1099's and end of the year reports for the IRS.

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4.4

POSITION: California Sea Urchin Commissioners

Organizational Chart of the California Sea Urchin Commission



DUTIES AND RESPONSIBILITIES:

- A. Chairman - The Chairperson shall preside at all meetings of the Commission; shall work with the Executive Director in preparing Commission agendas, scheduling meetings, and as necessary and appropriate in carrying out decisions of the Commission; shall appoint the members of all committees subject to concurrence by the Commission; shall serve as a nonvoting ex-officio member of all committees; and shall perform other appropriate duties necessary to conduct Commission business.
- B. Vice Chairman - The Vice-Chairperson shall carry out the duties of the Chairperson in the Chairperson's absence and therefore shall be informed to a reasonable degree of the Chairperson's work. He or she shall perform additional duties as may be assigned by the Chairperson or the Commission. If the Chairperson becomes disqualified for any reason, the Vice-Chairperson shall serve as acting Chairperson until the Commission elects a new Chairperson.

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C. Treasurer - The Treasurer shall be in general charge of the financial affairs of the Commission. The Treasurer shall advise the Executive Director in preparing and submitting financial reports to the Commission. The Treasurer shall work with the Executive Director and other Commission staff to ensure that all financial records and dealings of the Commission are carried out properly.

D. Commission Members - The Commission members are authorized to adopt, rescind, or amend, at the discretion of the Commission, any rules, orders, or procedures necessary for carrying out the purposes, objectives, and programs of the Commission.

E. Alternate Commission Members – In the absence of a diver Member the appropriate diver alternate shall serve in place of the Member. In the absence of a processor Member, an appropriate alternate shall serve in the place of the Member. In the event of a Member vacancy, the alternate shall act as a Member on the Commission until the Commission acts to fill the vacancy.

EXPECTATIONS:

Commission Members and Alternates are expected to:

- Have a commitment to the mission and goals of the Commission and be willing to fully participate in the business of the Commission.
- Serve as a steward of the Commission by actively engaging in the work of the Commission and volunteering to undertake specified activities in support of the Commission.
- Participate in Commission workshops and other planning efforts to develop an annual budget and work plan.
- Attend regularly scheduled Commission meetings, and as many special meetings as possible, and work with others to accomplish the goals of the Commission.
- Be informed about the purpose, policies, projects and accomplishments of the Commission and work to enhance the knowledge of the Commission among industry participants and the general public
- Take a leadership role in communicating with industry participants for the purpose of reporting the work of the Commission and gathering input from participants via port meetings and other appropriate means.
- Act in ways that reflect favorably on themselves, the Commission, and the fishery in their business and personal relationships.

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4.5

POSITION: Executive Committee of the California Sea Urchin Commission

SUPERVISES: The Executive Director

DUTIES AND RESPONSIBILITIES:

The duties of the Executive Committee (consisting of the Chairman, Vice-Chairman, Treasurer, and one member of the Commission) shall include, but not be limited to, the following to the extent authorized or delegated by the Commission;

- A. Formulating policy relating to the Commission's purposes and objectives.
- B. Setting direction for long term planning; taking action or making recommendations regarding financial management, personnel matters, and administration of the Commission.
- C. Working with the Executive Director of the Commission in formulating and carrying out programs and activities authorized by the Commission.
- D. Making decisions or giving direction to the Executive Director on critical matters during the time between Commission meetings.

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Effective communication encourages identification with and acceptance of the goals, mission and operations of the organization, which can influence active participation and support.

5.1 Commission Communications - Internal

Information to facilitate the business of the Commission will be sent via meeting notices, meeting agendas, meeting minutes, and any other correspondence necessary for the proper functioning of the Commission. Correspondence may be distributed by e-mail, fax, or US mail, depending on timing, costs, and which method is necessary to reach the intended recipient.

5.2 Industry Communications - External

A quarterly newsletter, the CommUNItY, is mailed to all sea urchin divers and processors. The newsletter is to inform constituents about Commission activities, industry concerns and scheduled events. General and annual meeting notices are sent via the electronic newsletter. The purpose of the annual meeting is to report to industry participants the activities of the Commission and to receive comments or suggestions from those participants.

Local Commissioners may post at their local port relevant industry materials and news from the Commission (i.e. newsletters, special information items, agendas and minutes, notices of general and port meetings, best practices list, etc.)

5.3 Website

A website will be maintained to make information readily available about the Commission and the sea urchin industry to members of the industry, the consumers, and the general public.

Names of Commission members, activities, newsletters, minutes, and other working documents of the Commission are posted on the website. Consumer information about sea urchins, healthy eating, nutrition, and recipes shall also be available on the website.

5.4 List Management

CSUC maintains a mailing list data base of all sea urchin divers and processors for use of the Commission. This list will not be sold or shared with other entities.

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COMMUNICATIONS		
	Page 2 of 2	Revision date

5.5 Sea Urchin listserv

A yahoo!groups listserv will be maintained to provide continuous on-line communication between interested persons. Any member of the listserv is able to post opinions, comments, pictures, or articles of interest which would be sent to all members of the listserv group. The discussion will not be moderated and subjects discussed will depend on individuals voluntarily posting messages. Messages must be pertinent to the California sea urchin fishery, contain meaningful information, and be respectful of others. Opinions expressed do not reflect the opinions of the California Sea Urchin Commission, the California Department of Food & Agriculture, or any other public or private organization. Opinions posted are the opinions of the individual posting them, unless clearly indicated otherwise. Inappropriate postings will be removed.

5.6 Media Relations

The Executive Director is responsible for communications and relations with the media and may retain a public relations consultant to assist with this work. The Executive Director may respond personally to media inquiries or refer media to other Commission Members.

Subject:	Policy No. 6	Date 10/18/07
ISSUES MANAGEMENT		
	Page 1 of 1	Revision date

6.1 Legislation and lobbying

The Executive Director of the California Sea Urchin Commission may establish relationships or undertake lobbying activities with state or federal legislators, the California Department of Fish and Game, the California Fish and Game Commission, and other administrative entities as appropriate and necessary to accomplish the Commission's work program and priorities. Activities may include monitoring legislation, advocating positions, partnering with other organizations or agencies, and developing industry proposals.

**California Sea Urchin Commission
Travel/Reimbursement Claim Worksheet**

Name

Address

Date(s) of Travel _____

Reason for Travel _____

For each full 24 hour period (max. \$40- all claims must have receipts):

(The rates are maximums, not allowances).

Breakfast: up to \$6

Lunch: up to \$10

Dinner: up to \$18

Incidentals: up to \$6

Trips Continuing more than 24 hours:

Trips ending at or after 8AM – breakfast may be claimed

Trips ending at or after 2PM – lunch may be claimed

Trips ending at or after 7PM – dinner may be claimed

Trips Less than 24 hours can claim either breakfast or dinner, but not lunch or incidentals.

Beginning at or before 6 AM and ending after 9 AM, may claim breakfast

Beginning at or before 4 PM and ending after 7 PM may claim dinner.

(Snacks, drinks, etc. are not considered meals, but may be incidentals.)

Lodging (all claims must have receipts):

Standard rates: \$84 max. plus tax per night

Los Angeles & San Diego counties: \$110 max. plus tax per night

Alameda, San Francisco, Santa Clara, San Mateo counties:
\$140 max. plus tax per night

Other Travel:

Mileage: Standard vehicle mileage: _____ x 48.5 cents =

Tolls & Parking:

Other Authorized Expenses (with receipts):

Total Claim:

Signature: _____

Date: _____

Return form to: CA Sea Urchin Commission, 1621B 13th Street, Sacramento CA 95814

Form

102, October 2007