

# Coast Fork Willamette Watershed Council Steering Committee Notes

November 2, 2006

Attendees: Pam Reber, Deb Schmidt, Paul Boehner, Dustin Bengtson, Diana Bus, Philip Jones, Don Loeffler, Alison Center, Brian Forge.

Guests: Chuck Willer, Kate Alexander

## **Round-Robin of Council Activities**

Don – website is complete. It contains an e-mail link to Pam and Don. It took 47 hours to get set up. [www.coastfork.org](http://www.coastfork.org) check it out.

Brian and Diana – Assisted with the support grant application

Deb – Attended Garden Lake project team meetings, reviewed progress at East Regional Park.

Pam – Garden lake meetings, tabling at Mt Pisgah mushroom show on 10/28

**OWEB Support Grant** - No substantive changes are proposed in the draft. Pam needs to work with the partners on their match for this grant. Pam will also forward to Wendy Hudson for her review in the next couple of days, so that we will have adequate time to make any recommended revisions.

**Garden Lake grant** - The RFP is being drafted. The project team's next meeting is November 10<sup>th</sup>. Pam plans to have the RFP ready for review at that time. She will also e-mail to the Steering Committee for their comments after that meeting. Pam received concurrence from the Steering Committee to move forward with signing the grant with OWEB. It was agreed to have Erik send out progress reports to the whole Steering Committee, so that we can be more efficient with our meeting time.

## **Administrative Business**

Fiscal report & Financial progress report - Pam will be taking a quickbooks training on December 7<sup>th</sup>. Chuck offered to share his insight on fund accounting and help Pam get started on quickbook.

## **Steering Committee Operating Norms**

Decision-making Process

- Our decision to adopt this for 4 months has expired, is there a proposal to adopt this permanently? Temporarily again? It was agreed to implement the process into the charter.

Accountability/Attendance (issue brought up last meeting) – it was decided not to make any changes in our charter, but to make personal contacts with those members who have been absent for a noticeable number of meetings with no notification.

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## **Announcements**

- Next Steering Committee meeting at 6:30p on December 7<sup>th</sup>
- Open house November 15<sup>th</sup> at Office 5-7:30p.
- Jim Mough has requested to step down as Chair of the Steering Committee due to increased work commitments, though will remain on the Steering Committee.
- Cindy Weeldreyer has requested to step down as Chair of the Education/Outreach Committee.

## **Future Agenda Items:**

- Coordinator report (table until January—quarterly activity)
- Coordinator 3-month work plan (table until January—quarterly activity) If members have input on the coordinator's work plan get them to Pam.
- Steering committee election/affirmations/confirmations – defer to December meeting.
- Revisit charter (table until December)

Adjourn