

# **Coast Fork Willamette Watershed Council Steering Committee**

## **Annual Meeting Notes**

January 12, 2008

**Facilitator: Bob Ault**

**Attendees: Diana Bus, Larry Weaver, Alison Center, Deb Schmidt, Pam Reber, Allen Martin, Dustin Bengtson, Brian Forge.**

### Ground Rules

- Respectful Communication
- Open to new ideas
- Make yourself comfortable
- One person speaks at a time
- Start and end on time

### **Quarterly Reports:**

Amanda and Pam presented the quarterly report and asked if there were questions or other information needed. Consensus was that reports were adequate, though there was interest in seeing all funds available on occasion. Amanda said that they had recently been audited and came through with a clean audit.

We need to submit volunteer hours either monthly or quarterly to Amanda—the spreadsheet she provided will be circulated at all council & committee meetings so that volunteers can report their contributions regularly.

### **Five Life Stages of Non Profit Organizations/Intentional Leadership**

Bob presented the 5 stages of non profits. The group identified challenges and opportunities at each of those stages.

When polled, most members thought that we were in either stage 3 or 4, or in between, or at an earlier stage in some categories and a later stage for others.

### **Roles of the Steering Committee and members:**

As presented by Bob the Typical Board Activities include:

- Defining mission and ensuring that the organization stays on course
- Outlining the main program based on mission
- Establishing and managing financial systems
- Helping with fundraising efforts
- Dealing with internal board management
- Establishing and overseeing committees
- Hiring and managing executive director
- Promoting the organization

The group thought that they fit for our organization though we identified the following areas that we need to work on:

- Improving fundraising skills
- Identifying a clear priority of actions
- Getting project alignment with action plan priorities

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- In promoting the organization it would be better if we had key messages and a clear plan for projects
- We need to do a better job of marketing ourselves/the council, recruiting volunteers, capacity building of the organization (i.e. having more people who participate regularly)
- Need to look for opportunities to get ownership in projects and the council
- Pam proposing to add an agenda item to the steering committee meeting – priorities over the next three to six months (Deb). This was confusing to discuss, Pam’s interpretation of this was that we add an agenda item of ‘gaps or needs from each committee’. Staff priorities continued to be outlined in the Quarterly Work proposal. I would envision a companion to this that outlines the gaps for each area.
  - Example: Steering Committee issues for next 3-6 months: budgets, orientation packet, recruiting new Steering Committee members, non profit status. From this—everyone can think about recruiting new members, and make sure to read materials or share resources on the other subjects.

### Steering Committee Job Description

Pam’s handout – following are proposed changes.

General comment – can we really be expected to get the training identified – just need to look at that.

- 1) Need to develop an orientation packet for potential steering committee members – charter, roles, expectations, mentoring – introductory lunch & tour to share info, written history of council accomplishments (possibly online).
- 2) Council will provide me with info in a way I can use it – e.g. some folks have limited computer skills or technology.
- 3) Members have the responsibility to complete prework and be prepared for the meetings. Need to refer and adhere to decision making process protocol. Posting it in the meeting room is an option. Remove full day, just say one annual retreat.
- 4) Define fiduciary. Instead say I will oversee the council’s financial health and integrity. Federal employees have limits. This one needs flushed out. Consider refining and combine with research of liability.
- 5) OK – add and adhere to our operating norms.
- 6) Delete
- 7) OK
- 8) OK
- 9) Delete the last sentence on both sides. Change wording to I will generate support to ensure that our organization.....
- 10) OK
- 11) OK

### Where we are at and where we are going

Have planning spreadsheets in place for projects and education/outreach.

### Tools/Opportunities for Organizational Development

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- Identify critical needs
- Key messages around issues—‘Speaking in one Voice’
- More training/tools for recruitment/involvement/retention capacity building #1 (over fundraising)
- Photo document activities to build ownership
  - Use these in outreach booths
- Coordinator to provide materials to Steering committee for promotion
- Outreach around projects→ provide details
- Summarize needs at Steering committee meetings of projects and ed/outreach efforts (break out of timelines)

### Top five Organizational Priorities

- 1) Need to define unmet organizational and project needs – create a punch list of needs.
- 2) Defining success and how we measure it.
- 3) Networking to meet organizational needs
- 4) Steering committee focus on providing direction or feedback to the other committees. – Better communication.
- 5) Strategic planning with the technical committee. Use gaps analysis as a feedback loop.
- 6) How do we decide how much we grow?

Garden Lake is the number 1 project priority

Need status of projects to make decisions on critical priorities.

### **Next steps:**

Bring a proposal that incorporates Gaps analysis for existing projects

5 most urgent needs

Priority list for potential projects.

Monthly review of organizational needs

Need to do a longer term look at things, so that we can do a better job at not continuing to do things at the last minute – 3 to 6 months.

Good operating norms – more lead time, more explicit and simple.

Deb will put together a proposal for resolution of recommendations from the council evaluation.