



Steering Team Meeting

Wednesday, August 21, 2019

9:00 AM – Noon

Kandiyohi County Office Building, Lower Level

(400 Benson Avenue - Willmar, MN 56201)

Invitees

LGU Lead staff:

JoAnn Blomme (Chippewa County)

Tom Warner (Chippewa SWCD)

Zach Bothun (Chippewa SWCD)

Eric VanDyken (Kandiyohi County)

Rick Reimer (Kandiyohi SWCD)

Diane Mitchell (Renville County)

Holly Hatlewick (Renville SWCD)

BWSR staff:

Jeremy Maul (Board Conservationist)

Mark Hiles (Clean Water Specialist)

Ed Lenz (Southern Region Manager)

Pre-meeting work

- Advisory Committee: Contact everyone on list of potential members
 - Kickoff meeting materials, advertisement, venue arrangements, etc.
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Bring to meeting

- One Watershed, One Plan Binder
 - Copy of EOR's Scope of Services (Work Plan, Cost Estimate, Meeting Schedule)
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Agenda Items

- 1. Welcome/Additions to Agenda**
- 2. EOR Scope of Services/Contract**
 - Review proposed work plan, cost estimate, and meeting schedule
- 3. Kickoff Meetings**
 - Recap on facilities and catering
 - Computer, projector, sound
 - Meeting agenda/materials/displays/presenters
 - Advertisement

- Invites to Advisory Committee members

4. Advisory Committee

- Update on commitment from potential members
- Tentative schedule of Advisory Committee meetings

5. Policy Committee meeting

- Upcoming PC meeting agenda/topics

6. Next meeting:

- Next Policy Committee meeting _____
- Next Steering Team meeting _____

Post-Meeting Assignments

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Steering Team Ground Rules:

- We will start/end on time.
- Members will regularly attend meetings and stay engaged throughout the planning process.
- Members will complete pre-work, read materials, and be prepared to meet.
- Note taker's responsibility is to capture highlights of the discussion and decisions made, but not detailed minutes.
- We will be respectful and promote open communication.
- We will operate on consensus – seek general agreements we all can “live with.”
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback).
- If necessary, we will hold conference calls or group email between in-person meetings to report on progress.