



4-County CWMA Steering Committee Meeting

October 10th, 2018, 12:00 pm-1:00 pm

Montgomery Park, Room 452 A/B, 2701 NW Vaughn St, Portland OR 97210

Attendees: Courtney Gattuso (Coordinator), Mitch Bixby (BES), Michelle Delepine (WMSWCD), Lucas Hunt (WIN), Sam Leininger (CSWCD), Jeff Lesh (CSWCD), Jeff Merrill (Metro), Aaron Shaw (TSWCD), Chelsea White-Brainard (EMSWCD)

12:05 Convene

12:07 Approve Agenda/August Minutes

Michelle Delepine

- Motioned by Mitch, Seconded by Chelsea
- Accepted

12:10 New Coordinator Introduction

Courtney Gattuso

- Coordinator Work Plan Check-In Each Steering Meeting, at a minimum
- Committee chairs are responsible for putting together agendas, getting them to the committee via googledocs email list and taking minutes. Coordinator should look over agendas and past minutes and provide oversight that we aren't missing crucial tasks. Coordinator is also responsible for taking general meeting minutes and publicizing the committee meetings with broader groups.

12:20 Chairship & Vice Chairship Schedule

Michelle Delepine, All

- Discuss term structure, and possible schedule: Discussed pros/cons of having co-chair vs chair/vice chair, as well as having pre-determined rotational schedule. All agreed that it made sense for 4-County to have chairs and vice chairs rather than co-chairs. While current ad-hoc format for rotating chairship is natural and let's us be nimble, some may only be able to get approval from supervisor to be chair if it is for a limited term. For now we agreed to appoint a chair and vice chair for 2019, and **(ACTION)** check in June/July 2019 to discuss possible switch in upcoming year 2020.
- Nominate chair, vice chair to begin 2019
 - Michelle will step down from chairship at end of 2018
 - Mitch Bixby will be Chair in 2019, and Aaron Shaw will be Vice Chair
 - Motioned by Sam, Seconded by Jeff L, All voted to confirm

- Jeff has stated he would like to step down from chairing the mapping & data committee, and Mitch taking Chair in 2019 will mean vacancies to both mapping & data committee and technical committee. **ACTION:** Coordinator to advertise vacancies along with sending SAVE the Date for Pull Together.

12:40 Clark County Vacancy

All

There were a few ideas suggested, including the incoming Lead Field Inspector for Clark County Noxious Weed Control Board, or an employee from Clark Public Utilities (e.g. Brad Mead or Casey Gozart).

12:45 Fiscal Review

Sam Leininger

Currently CWMA has ~\$12,000 in account. Estimated \$22,000 income for 2018-19 (invoices to be mailed at end of 2018). Aaron reminded us of need to include annual report to funders.

12:50 2019 Planning

Committee Chairs, All

- Call for 2019 Annual Committee Work Plans Due December 2018
 - Committee Chairs are tasked with finalizing 2019 Committee Work Plans by December 10th, 2018
 - Steering Committee will meet on Dec 12th to ratify 2019 Operations/Work Plan and welcome incoming chairs (Mitch – Chair, Aaron – Vice Chair)
- Confirmed following 2019 Calendar Dates
 - Pull Together Jan 16th – Kennedy School
 - Home & Garden Show Feb 21st – Feb 24th – Portland Expo Center
 - General & Steering Meeting March 13th – TBD, Tentatively Clark County
 - Committee Meetings April 10th – EMSWCD (CONNECT is Apr 9-11th)
 - Move to April 3rd?
 - Field Day June 12th (Multnomah County)
 - Committee Meetings July 10th – EMSWCD
 - General & Steering Meeting August 14th – Clackamas
 - Committee Meetings September 11th – EMSWCD
 - General & Steering Meeting October 9th – Washington County
 - Committee Meetings November 13th – EMSWCD
 - Steering Committee Meeting – December 11th - TBD

1:00 End

Next Steering Committee Meeting

Wednesday December 12th, Time & Venue TBD