



## 4-COUNTY Cooperative Weed Management Area

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### 4-County CWMA Steering Committee Meeting

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Wednesday, August 14<sup>th</sup> 2019, 12:00am-1:00pm

Abernethy Grange, 15745 Harley Avenue, Oregon City, OR 97045

**Attendees:** Mitch Bixby (COP), Sam Leininger (CSWCD), Courtney Gattuso (CSWCD), Chelsea White-Brainard (EMSWCD), Michelle Delepine (WMSWCD), Aaron Shaw (TSWCD)

#### 12:00 Welcome

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#### 12:05 2020 CWMA Calendar & Pull Together

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- Review draft 2020 CWMA Calendar
  - The Steering Committee reviews the draft 2020 calendar that Courtney prepared.
    - The group approves the set dates, but would like to revisit the idea of having a booth at the Portland Spring Home and Garden Show, due lack of volunteer participation in previous years.
    - Next year's Field Day will be held in Clackamas County, but location and date are to be determined.
    - **ACTION:** Chelsea will secure 2020 Committee Meeting dates at the East Multnomah SWCD's conference room.
- 2020 Pull Together
  - The upcoming Pull Together is scheduled for January 15<sup>th</sup>, 2020.
  - The group agreed that feedback about last year's event at the Kennedy School was very positive, overall, and we should continue to host the event at the same location this year.
  - **ACTION:** Courtney will ask Kennedy School about availability and new price structure for this year's event.

#### 12:25 Partner Survey Results

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- The group reviewed the results from the Partner Survey that was circulated at the end of July. The survey asked CWMA members and partners for input on how to allocate the CWMA's extra funds.
  - The results were very ambiguous; responses were equally scattered across each category.
  - The group may have to look into costs associated with each task and analyze the details of contracting the chosen task, or hiring an intern to help achieve the task.

- **ACTION:** Mitch will figure our next steps in moving forward with the partner results.

#### 12:45 Organizational Documents Review

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- MOU – Signature ask
  - Steering has been chipping away at revising the 2020 Management Plan and Memorandum of Understanding. The group agreed that the CWMA needs to start asking partners to sign on to our new MOU, with a deadline of September 30<sup>th</sup>.
  - **ACTION:** Courtney will find the MOU signature ask letter to revise and send out to our signatory partners.
  - **ACTION:** Steering will help divide the work in asking our prospective signatory partners, while Courtney will focus on reaching out to new potential partners.
- Committee/Coordinator Work Plans
  - **ACTION:** Each Committee will focus on making changes to their work plans for 2020, while Courtney will revise her Coordinator Work Plan and send it to Steering for approval.

#### 12:55 2020 CWMA Election

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- The CWMA will be holding an official 2020 Election for Steering Committee members at the October General Meeting, scheduled for October 9<sup>th</sup>, 2019.
- The group decided that it would be a good idea to add the current Steering members on the CWMA website, including pictures of each member, contact information, and the status of each term.
- **ACTION:** Courtney will add a “Who Are We” page to the website to include contact information on current CWMA Steering members.

#### 1:00 End

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### Next Steering Committee Meeting

*October 9<sup>th</sup> 2019, 12:00pm-1:00pm*

*Washington County*