



4-County CWMA Steering Committee Meeting

April 17th 2019, 11:00am-12:30pm
Teleconference

Attendees: Chelsea White-Brainard, Mitch Bixby, Sam Leininger, Jeff Merrill, Aaron Shaw, Courtney Gattuso, Michelle Delepine, Justin Collell

11:00 [Capacity Task Ranking Spreadsheet](#)

All

- The Steering Committee met to discuss tasks and activities that the CWMA should prioritize with extra resources, but no extra staff time or capacity. This activity is to prepare a list of tasks to disperse to our CWMA members and partners in a survey format to gain feedback on how to spend our additional funds.
- The group moved through the Categories and Sub Tasks of the spreadsheet, reviewing and revising submissions from Steering members and members from their sponsoring organizations.
 - The spreadsheet is broken into two groups:
 - Tier 1 = Priority tasks to narrow down and (eventually) send over to our partners
 - Tier 2 = Extra tasks if ½ time Coordinator existed
- They decided to keep the current “core functions” of the CWMA out of the partner survey, since those tasks already exist within the organization.
- **ACTION:** Steering members will add additional comments to the spreadsheet if needed.
- **ACTION:** Steering will cross check activities from the Capacity Task Ranking Spreadsheet with that of the current CWMA Work Plans to avoid duplication.
- **ACTION:** Courtney will disperse Doodle Poll to Steering for another committee meeting in mid-May.
- **ACTION:** Courtney to create draft partner survey with priority tasks once list is narrowed down.

Next Steering Committee Meeting

TBD