



4-COUNTY Cooperative Weed Management Area

4-County CWMA Steering Committee Meeting

Wednesday, October 9th 2019, 12:15pm-2:00pm

Tualatin SWCD office at 7175 NE Evergreen Parkway, Suite 400, Hillsboro, OR 97124

Attendees: Courtney Gattuso (Clackamas SWCD), Aaron Shaw (Tualatin SWCD), Sam Leininger (Clackamas SWCD), Chelsea White-Brainard (East Multnomah SWCD), Mitch Bixby (City of Portland-BES), Michelle Delepine (West Multnomah SWCD), Justin Collell (Clark County NWCB)

12:15 Welcome

12:20 Check-in & Review

- To help with transitioning into another meeting after a General Meeting, the group has decided to have future Steering Committee meetings that follow General Meetings to start 30 minutes after the General Meeting ends, usually at 12:30pm.
 - **ACTION:** Courtney will adjust the Steering Committee meeting times in the CWMA Calendar to reflect this new alteration.
- Management Plan and MOU
 - The group has decided that 4 is the new quorum, and the language needs to be adjusted in the Management Plan to reflect these changes.
 - The remaining items left to finalize the Sponsor Packet before our funding/MOU ask are our Annual Report, Sponsor Letter, and edits to the MOU/Management Plan.
 - **ACTION:** Courtney will edit the outstanding items in the MOU and Management Plan in preparation for the upcoming "Sponsor Ask."
 - **ACTION:** Steering members will assist Courtney with writing sections for the Annual Report and send those over before the end of October.
 - **ACTION:** Mitch has been working on the Sponsor Letter and will send to Courtney once complete.
- CWMA Election/Term Lengths
 - The group decided to have alternating terms for each Steering Committee role to prevent a mass exiting of members, and restructured the Steering Committee position term lengths to decide which terms are ending in December 2019 (2 year), and which terms will serve another year (1 year).
 - Mapping & Data Chair – 2 year
 - Technical & Scientific Review Chair – 2 year
 - Education & Outreach Chair – 1 Year
 - At-Large Representative – 1 year

- Clackamas Representative – 2 year
 - Clark Representative – 2 year
 - Multnomah Representative – 1 year
 - Washington Representative – 1 year
- During the General Meeting, the group elected At-Large and County Representatives for 2020, and the positions are filled as following:
 - Clark – Justin Collell
 - Multnomah – Michelle Delepine
 - Washington – Aaron Shaw
 - Clackamas – Vacant
 - At-Large – Mitch Bixby
- **ACTION:** Courtney will add a page to the website with Steering Committee members to help track where everyone is in their terms, and adjust the language in the Management Plan to reflect the alternating terms.

12:30 “Nuts & Bolts”

- The group brainstormed ideas on how to better communicate with each other, since email threads can get long and convoluted very easily when there are many people in one email.
 - Members of the Steering Committee agreed that language in the email subject header will help them determine whether or not a reply is needed.
 - **ACTION:** Courtney will start putting “FYI” if no response is needed, and “please respond” if a response is needed.
 - The group will strive to include all members of the Steering Committee in discussions to keep all members in the loop and avoid any confusion in planning strategies.

12:45 ‘A little money’ vs. ‘A lot of money’

- The Steering Committee decided to hold an additional meeting following our committee meetings on November 13th (12:00-2:00pm) to have a longer discussion about a funding strategy. The committee plans to discuss the following items (and others) at the next meeting:
 - Long-term goals
 - Fundraising plan
 - Longer-term timeline

1:15 End

Next Steering Committee Meeting

Wednesday, November 13th; 12:00-2:00pm

East Multnomah Soil & Water Conservation District