



4-COUNTY

Cooperative Weed Management Area

4-County CWMA Steering Committee Meeting

Wednesday, March 11th 2020, 12:00pm-12:30pm

East Multnomah Soil and Water Conservation District, 5211 N. Williams, Portland, OR 97217

Attendees: Mitch Bixby (BES), Courtney Gattuso (CSWCD), Tyler Pedersen (TSWCD), Andrea Berkley (Metro), Michelle Delepine (WMSWCD), Aaron Shaw (TSWCD), Sam Leininger (CSWCD), Chelsea White-Brainard (EMSWCD)

12:00 Welcome & Introductions

Mitch Bixby

12:05 Greetings to Andrea Berkley

Mitch Bixby

- The group graciously welcomes Andrea Berkley to her very first Steering Committee meeting!
- We are excited to have both her and Tyler Pedersen (Mapping & Data Chair since Nov 2019) share their expertise with the group and wider CWMA network.

12:10 MOU Update

Mitch Bixby

- The group discusses the current MOU outreach effort in attempt to get involved partners to sign on with the CWMA.
 - There are still gaps present with previous signatories and new partners; we need to engage with them more.
- The group decides to send another MOU ask to the larger CWMA listserv to recruit partners to sign new MOU.
 - They determine a loose deadline of May 1st to receive all pending signature pages.
- **ACTION:** Courtney will send the previous MOU ask from November to the Steering Committee.

****UPDATE:** Due to COVID-19 and uncertain circumstances, the CWMA has decided to pause the MOU Outreach effort to avoid overwhelming any partners or members**

12:20 Review Possible Scope of Work for Web Designer

Michelle Delepine

- The group brainstorms logistics for bringing in a website contractor to assist with our CWMA website.

- Michelle confirms that WMSWCD cannot house the contractor at their office due to space restrictions.
- TSWCD and CSWCD both have plenty of temporary work space for the contractor, depending on where they are located.
- The desired start date for the contractor is August-September of 2020.
- **ACTION:** Andrea will draft the scope of work for the website contractor and send it to Steering for revisions.

12:30 End

Next Steering Committee Meeting

August 12th, 2020; 12:30pm-1:30pm

Location TBD