

Sauk River One Watershed, One Plan	Policy Committee Mtg. Meeting #1	Date: April 25, 2018
		Time: 9:00 AM
		Location: Melrose City Center, Melrose, MN

Facilitator:

Note taker:

Invitees: Dave Rush, Jerry Haggemiller, Danielle Anderson, Ralph Hanson, Holly Kovarik, Lisa Vollbrecht, Scott Henderson, Dennis Fuchs, Susan McGuire, Tim Stieber, Joe Norman, Shannon Wettstein, Jason Weinerman, Brad Wozney, Ken Rutten, Jerry Rapp, Cody Rogahn, Gary Reents, Randy Neumann, Tom Williamson, Steve Notch, Chuck Uphoff, Tyler Carlson

Pre-work: Draft By-laws, Draft Grant Work Plan, Draft RFQ, Draft Advisory Committee List

Please bring: *One Watershed, One Plan* Binder
MOA, Draft RFQ, and Grant Work Plan with notes

Agenda Items

Topic	Purpose	Lead	Time allotted
<ul style="list-style-type: none"> ✓ Introductions, review meeting purpose & agenda ✓ Assign note taker and facilitator for the day 	INFO/DECIDE		5 min.
<ul style="list-style-type: none"> ✓ Introduction to 1W1P 	INFO	BWSR	20 min.
<ul style="list-style-type: none"> ✓ Bylaws: Review draft and finalize 	COMMITTEE ACTION	FACILITATOR	20 min.
<ul style="list-style-type: none"> ✓ Election of Officers of Policy Committee (Chair, Vice Chair, and Secretary) 	COMMITTEE ACTION	FACILITATOR/CHAIR	10 min.
<ul style="list-style-type: none"> ✓ Grant Work Plan and Planning Approach <ul style="list-style-type: none"> • Confirm Planning Approach and Methodology • Review draft grant work plan and finalize 	COMMITTEE ACTION	FACILITATOR/CHAIR	30 min.
<ul style="list-style-type: none"> ✓ Break 			15 min.
<ul style="list-style-type: none"> ✓ Discuss consultant selection process <ul style="list-style-type: none"> • Review and finalize RFP and consultant selection process. 	COMMITTEE ACTION	FACILITATOR/CHAIR	30 min.
<ul style="list-style-type: none"> ✓ Discuss schedule and process for sending plan Notification and kickoff meeting <ul style="list-style-type: none"> • Decide on kickoff meeting location(s) and format • Assign someone to coordinate logistics 	COMMITTEE ACTION	FACILITATOR/CHAIR	25 min.
<ul style="list-style-type: none"> ✓ Advisory Committee Members <ul style="list-style-type: none"> • Confirm Member Selection 	COMMITTEE ACTION	FACILITATOR/CHAIR	20 min.
<ul style="list-style-type: none"> ✓ Schedule next meeting (after grant work plan approved) 	DECIDE		5 min.

Policy Committee Ground Rules

- We will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes
- We will be respectful and promote open communication
- We will operate on consensus – seek general agreements all can “live with.”
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback)