

**Wild Rivers Invasive Species Coalition (WRISC)
Action Team 2015**

Team: Organizational Development

Members	Contact
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Charlene Peterson	charanne21@gmail.com
Tracy Beckman	tracybeckman.lumberjack@frontier.com
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2015 Purpose:

The purpose of the Organizational Development Action Team is to address perennial and evolving needs of WRISC. Specifically, the team works to increase WRISC's relevance and viability with internal and external stakeholders by engaging in an ongoing, systematic process of implementing effective organizational change. This may include organizational structure, board/action team development, finance and legal needs.

2015 Regular Meetings:

Meets on the 2nd Thursday of odd numbered months at 9:00am, or as needed, via conference call. To join call dial **401-283-4156** and enter code **34985**.

2015 Goals:

1. Maintain Action Team clarity for internal and external audiences.
2. Explore non-profit status and liability/insurance options.
3. Review Existing Documents
 - a. Review and update by-laws as necessary for annual meeting
 - b. Implement 2015 MOU
 - c. Review existing management plans and action team goals
 - d. Review/track annual plan budget worksheet
4. Create new organizational documents as needed.

November 12, 2015 Meeting Minutes (9:00-9:34am)

Minutes recorded by Emily Anderson.

In attendance: Emily Anderson, Bill Rice, Tracy Beckman, Margie Yadro

1. **Choose member to record minutes:** *Emily volunteered to record minutes*
2. **MOU Signatory Update (Emily):** *Emily reported that Aaron McCullough returned a signature from the Wisconsin DNR, but it was on the partner "application" form and not the actual signatory page. Emily notified Aaron of this and gave him a word doc version of the WDNR signatory page in case they need to change the formal signatory listed. Now that almost all of the signatory pages are in, Emily will also be sending a formal request to Partners for use of their logos on the WRISC website and display board.*
3. **Draft 2016 Board Meeting Schedule:** *Based on the notes from Emily, the team created the following draft schedule: February – Dickinson Co, April – Marinette Co, June – Florence Co,*

August – Forest Co, October – Menominee Co, December – Florence Co. Emily will check with Ann on the Dickinson county location, and send an email to the WRISC Partners who have helped to reserve meeting space in their respective counties in the past (Greg Cleereman, Pam LaBine, Charlene Peterson, Justin Bournoville).

4. Policies, Procedures, Roles/Responsibilities

- a. **Coordinator Roles/Responsibilities DRAFT; Review/edit:** The team reviewed Emily's draft document and had the following comments on highlighted sections: For the first highlighted section ("Coordinator is responsible for self-scheduling..."), remove as not necessary. For the second highlight section ("seek approval when needed"), change to "seek approval/direction when needed." For the third highlighted section, remove second half of sentence to only include "Work with the Board to maintain key organizational documents."

Emily will make corrections and email revision to action team for additional comments before presenting it for discussion at the December board meeting.

- b. **Board of Directors Roles/Responsibilities? Board officer Roles/Responsibilities?:** Bill and Tracy had volunteered at previous meeting to draft officer roles document. Team agreed that a Board Member roles document should come first. Emily will create template for document, Tracy and Bill will create draft and email it to the action team for review. Margie also offered to assist. If team input is collected in time the draft will be presented at the December board meeting.
- c. **Partner Roles/Responsibilities Document: Need volunteer to start drafting:** Emily suggested Margie draft this document since it was her suggestion at the October board meeting. Margie agreed to think on it. (There is no hard deadline for this document since the team is currently working on the coordinator and board roles.)
- d. **Conflict of Interest:** Team members reported they had not seen Charlene's Conflict of Interest Policy. Tracy stated that Lumberjack did have a policy as well. Team members agreed it would be good to look at both documents when drafting a policy for WRISC. Team members will ask Charlene about her policy at the December board meeting, and Tracy will email the team her policy, with the goal to review both documents prior to the January action team meeting.

5. **Other:** Emily and Lindsay Peterson have been looking for a speaker/mic system for conference call use at meetings. They found that systems that attach to existing phones are very expensive and brand-specific. Instead they are now working to identify equipment that can connect to a computer or by Bluetooth to a cell phone.

Margie suggested that an item to consider more is what match WRISC can provide for Partner projects. Team agreed and Emily commented that increasing communication with Partners, including board meeting round robins, can help increase awareness of Partner projects that WRISC can help with.

6. BOD agenda item(s)

2016 Board Meeting Schedule

Coordinator Roles/Responsibilities Document

Board of Directors Roles/Responsibilities Document (only if ready by the meeting)