

## Wild Rivers Invasive Species Coalition (WRISC)

### Action Team 2015

Team: Organizational Development Team Minutes, March 5, 9:00am

Members Present	Contact
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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 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 up-date 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.

#### March 5<sup>th</sup>, 2015 Meeting Minutes (9:00-10:30am)

1. Choose member to record minutes – Tracy agreed to take minutes
2. Make final decision on meeting time – The group decided on the 2<sup>nd</sup> Thursday of the month.
3. Final edits/comments on 2015 team goals - Those on the call agreed that the purpose and goal statements are acceptable as written above.
4. MOU – Emily updated the group about new and possibly new partners. Emily read the proposed updates to the by-laws to bring them into agreement with the new MOU. She explained that wording for 'partner termination' (article 6) and 'publications' (article 10 section e.) need to be added and Corrin volunteered to research and come up with some ideas. Emily will email her the MOU with highlighted sections. Emily also discussed some ideas from Margie regarding incentives for people to be formal partners vs. members. Emily will put that discussion on the agenda for the next board meeting.
5. Annual Meeting – Emily explained that speakers have been arranged and the group discussed the agenda. Emily will put the final touches on that and send it out. Regarding the WRISC'er of the year, Corrin expressed her feelings that the award should go to a volunteer. Corrin will develop an award certificate, Emily will put together a 'goodie bag' and \$25 from the Undesignated Donations fund to buy a gift certificate. At the BOD meeting a request will also be made for donations to go to refreshments, award, etc. Regarding Lunch at the Annual Meeting,

UWEX will do registration and collecting \$ for assorted subs from Subway. Tracy, Margi & Emily will work on press release and flyer.

6. Pesticide Use

- a. Certification Update- Emily is now certified in WI for right of way/natural areas and aquatic applications and is working with State of MI to get reciprocity. The plans are to try to get another person certified to lead in the field if Emily is busy.
  - b. Landowner agreement form was reviewed and revisions made. Emily will update the form with the revisions. Emily will work on combining the hold harmless #3&4 to make it less confusing. Emily will email revisions to the group.
  - c. Volunteer liability waiver form – The group discussed the sample that was attached. Emily will send out with the edits and the plan is to have these on-hand at any events in which Emily already uses a sign-up sheet.
  - d. Create official Pesticide Use Policy. The group made suggestions and Emily will made edits and send via email for review.
7. Strategic Mgmt Plan: The team will review the SMP *on the website at [www.wrisc.org](http://www.wrisc.org)* and give suggestions via email. This is how the ODT can meet Goal 5 above.
8. Other – There was a discussion regarding summer staff and potentially reestablishing a personnel committee. Margie brought up her plan to hire 13 summer CBCW staff and the option of working with WRISC to have employees work both Florence Co. and WRISC positions.
9. BOD Agenda Items(s)
- Potential partner conflict
  - By-laws
  - Annual Meeting/Donations
  - Landowner and Volunteer liability forms
  - Motion to approve use of term CISMA instead of CWMA