

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

**Team: Organizational Development**

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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 2<sup>nd</sup> Thursday of odd numbered months at 9:00am, or as needed, via conference call.

**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.

**September 10, Meeting Notes:**

1. **Choose Team Members to lead discussion and to record Meeting Minutes:** Bill agreed to lead the group with Margie volunteering to record the discussion. Tracy and Brian also participated in the conference call.
2. **Team updates:** Coordinator Emily Anderson's report stated that previous Team Leader Corrin Seaman had sent in correspondence to step down from her role. Yadro shared her appreciation of all the organizational structure that has been developed throughout Corrin's involvement with this Team. Bill also noted that many of the group's recommendations do require direct Board action and believed that efforts should continue in developing and fine tuning the necessary structural documents as reflected in the goals.
3. **MOU Signatory Update:** Bill shared Emily's notes explaining that several of the signatory pages from Formal Partners have been collected though a few still remain incomplete from regional,

state and federal organizations. Emily plans to work toward finalizing those agreements and will keep the group informed on the progress.

**4. Policies, Procedures, Roles/Responsibilities –**

- a. Update on work with Lumberjack/WHIP/TIP: Tracy has been involved with coordinated efforts between neighboring CISMAs and highlighted the documents developed for WHIP Steering Committee Members and the Coordinator roles that WRISC could utilize as a template. The Team agreed to recommend the Board to review and consider developing similar roles and responsibilities of the WRISC organization. Yadro would also like to see similar documentation added to outline the current grant benefits, in-kind needs, and equipment or personnel resources, etc.
  - b. Documents collected for review/guidance: Roles/Responsibilities example (WHIP), Conflict of Interest: Brian offered to contact Action Team member Charlene Peterson for a draft or example of a Conflict of Interest policy. Members suggested tabling this item until more information is known.
  - c. Create to-do list, priorities, timeline: Bill reported that Emily is working with neighboring CISMAs for a regional grant application. Tracy volunteered to also work on Board of Director Officer roles with Bill's assistance if the Board approves this action.
  - d. Volunteers to edit/create documents: Members reviewed the current strategy in seeking recognition for WRISC Partners and/or volunteers. The group recommends that the Education & Outreach Team consider this as an annual goal. Discussion followed on the need for advocacy for promoting priority CISMA funding and recommends this as an informational item for the upcoming Board of Directors' meeting.
5. **Other**: all expressed their appreciation of the Coordinator's development of the WRISC website.
6. **BOD agenda item(s)**: Informational item: CISMA advocacy; Action Item: consideration of developing roles and responsibilities of the Coordinator and Board of Directors.

*Notes respectfully submitted by Margie Yadro*