

**Wild Rivers Invasive Species Coalition (WRISC)
Organizational Development Action Team**

Members	Contact
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2016 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.

2016 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**.

2016 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. Review existing management plans and action team goals
 - c. Review/track annual plan budget worksheet
4. Create new organizational documents as needed, including
 - a. Conflict of interest policy
 - b. Roles and responsibilities documents

January 14, 2016 Meeting Agenda (9:00-10:15am)

In attendance: Emily Anderson, Bill Rice, Dick Peterson, Charlene Peterson, Tracy Beckman, Brian Bousley

1. **Choose member to record minutes:** *Emily volunteered to record minutes.*
2. **Policies, Procedures, Roles/Responsibilities**
 - a. **Coordinator Roles/Responsibilities DRAFT 2 – Final edits:** *Team members agreed to minor edits, including the line on citizen volunteers and seasonal staff. Emily will update the draft and email to team members.*
 - b. **Board of Directors Roles/Responsibilities DRAFT:** *Team members discussed several edits by Charlene and Tracy. Emily will update the draft and email to team members.*

c. **Partner Roles/Responsibilities DRAFT:** *Team members agreed with the Definition, Commitment, and Compensation sections, and agreed to changes in the benefits section by Charlene and Tracy. Everyone agreed that as other benefits come to mind they should be added to this document. Emily will compile changes and email updated the updated draft to team members.*

~~d. **Conflict of Interest: Review Shakey Lakes and/or Lumberjack policies**—See Other section~~

3. 2016 Annual Meeting Items

a. **Partner Initiations: Edit invitation letter, Draft/nominate list of potential partners**

Charlene read a new draft of the letter to team members, it has been emailed to everyone for review. Team members will encourage everyone at the upcoming Board meeting to start thinking of new potential Partners.

b. **Board Elections: Any changes to past procedure? Discuss member/officer terms, Board composition, etc.**

Emily explained different Board and Steering Committee set-ups from other regional CISMAs, including longer and staggered term lengths, a section of board seats reserved for key Partners, and informal goals for a diversity of Board representatives. Team members discussed the need to remain flexible to make sure board seats are filled, but also a desire to have geographic diversity on the Board. Tracy referenced the draft Board Roles document, and pointed out that it is the Board's responsibility to identify and recruit new members. The team agreed that a good item for the next action team meeting will be to make a list of what we currently have and what our needs are in a future Board of Directors. The suggestions will then be brought to the BOD.

4. Review 2015 Goals/Accomplishments, Draft 2016 Goals

Team members discussed removing out-of-date goals (ie. The 2015 MOU) and adding additional documents the team is working on, including: a Conflict of Interest Policy, and Roles and Responsibilities documents. Tracy pointed out that we should keep goal 2 as an item that should be discussed every year. Emily will revise the goals for 2016 and send out to team members for review.

5. **Online Partner Poll suggestion:** *Emily told the team of an idea by herself and Lindsay to create an online Partner poll to assess their opinion of WRISC's activities, communication, etc. and to solicit suggestions for the future. All action teams would review the poll before it would be sent out. Team members agreed this would be a great way to involve Partners, and a good question to include would be to ask what benefits they see as Partners, and the answers could be added to the Partner Roles document. Tracy/Charlene directed Emily and Lindsay to work on the Partner poll.*

6. Other

The action team received copies of Conflict of Interest policies from Lumberjack RC&D and Breitung Schools and materials from Charlene. Bill and Charlene will work on a draft WRISC policy for the action team to review.

7. BOD agenda item(s)

Coordinator Roles/Responsibilities Document

BOD Roles/Responsibilities Document (pending final draft)