

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

Team: Organizational Development

Members	Contact
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Charlene Peterson	charanne21@gmail.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.

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.

May 14th, 2015 Meeting Minutes (9:00-10:15am)

In attendance: Emily Anderson, Tracy Beckman, Charlene Peterson, Dick Peterson

Minutes by Anderson with edits from Tracy.

Note: For a full recording of the conference call, go to

https://www.uberconference.com/getmp3/AMIfv97kdAteM0eluZeQDINuQPjXhxs1-RsLkrNfrKziVOnyIX2H9Y0cP4r7Xe6vlyM0A8ggHE4MclFTcJsazJPvh6w1SF0nAzyMtqvdQSU2VsaQ3IKPb8hzhPc-hr9NEOj-aLAUnV8U_IWVwFqbE0P-VXXvRN3bjA.mp3.

1. Choose member to record minutes

Anderson volunteered to take minutes and reviewed the agenda for those who did not have access to the documents from the dropbox link.

2. MOU/by-laws and Annual Meeting

Anderson directed team members to the MOU/by-laws file folders on dropbox. The by-laws and MOU are paired together since they can refer to each other, so they will need to be adopted together as well.

a. MOU/By-laws revision Partner feedback (Update Dick Peterson)

Anderson requested an update from Dick on Partner feedback regarding the MOU and by-laws changes. Dick and Charlene stated that all feedback received was positive. From the update, a list was compiled of all who had approved of the new MOU and by-laws documents, either during the revision process or after an email had been sent to 2015 prospective Partners:

- *Brian Bousley (Menominee County)*
- *Greg Cleereman (Marinette County) – approves, but still awaiting legal council*
- *Wisconsin DNR*
- *Barb Gajewski (Many Waters LLC.)*
- *Steve Janke (US Forest Service)*
- *Charlene Peterson (Shakey Lakes)*
- *Dick Peterson (Lake Township)*
- *Tracy Beckman (Lumberjack RC&D)*
- *Margie Yadro (Florence County)*

In total, positive responses were received from 9 out of 27 prospective formal Partners. Tracy asked Anderson if she had received any opposition from Partners to the changes. Anderson responded that any negative feedback she had received from Board Members (Janke and Seaman) stemmed not from the content of the revisions, but concern over the short timeframe involved, and a desire for further discussion of the changes. It was discussed whether a lack of response from the remaining Partners should be taken as acceptance of the changes. Anderson stated a concern that perhaps with an electronic submission not all Partners received the documentation. Charlene stated that she did receive replies for three email addresses as “mail undeliverable,” and one email address with a typo that she corrected. Anderson stated that with the list of undeliverable addresses from Charlene, she could look up the Partner application forms and find the correct email addresses written there.

b. Finalize all 2015 annual meeting documents, and timeline for revisions (if applicable)

The group discussed whether the response received was sufficient to adopt the newly revised MOU and by-laws documents. There was a long discussion on this item involving the content of the changes, the need for changes, and review of what has been done regarding both documents since the April Board meeting. Tracy identified that the issue at hand did not seem to be the content of the changes, but the procedure taken in the revision and approval process, stating that the team did go outside of normal procedure she has seen used in the past; specifically Emily’s attendance at all prior Org Dev AT meetings. Charlene stated that since there isn’t any written procedure and since she was directed at the April BOD meeting to prepare revisions (with the input of Margie & Tracy) and have them ready for presentation at the June BOD meeting that is what was

done. During that process, the bylaw revisions necessitated MOU revisions and since these documents work together, changes must be approved at the same time. The revisions were prepared and sent to members at least 30 days prior to the June annual meeting. As a result of this, the Org Dev. Team feels as if the process has been sufficient and a majority of them approve of the revisions. Tracy recommended that the revised by-laws and MOU be put forward for a vote at the June Meeting. Charlene and Dick agreed.

3. Annual Meeting

a. Signatory status

Anderson directed team members to the 2015 Partner Applications document detailing 2015 prospective Partners and current Partners that will not be signing the 2015 MOU (Ingallson Township, Cedarville Township, and Dickinson County).

b. Review letter to non-continuing Partners

Anderson presented a draft letter to be sent to the three non-continuing Partners. Charlene and Dick stated that personal contact in this matter would be best, and offered to contact Cedarville and Ingallston Township representatives. Anderson will see if Ann Hruska is able to contact Dickinson County.

c. Event checklist: set-up, equipment, sign-in, lunch, etc.

Anderson went over an event checklist for the annual meeting to delegate duties. (With some action team members not in attendance, Anderson will follow-up on some times to confirm.)

- *Registration: Corrin/UW Extension (tentative)*
- *Lunch: Corrin/UW Extension (tentative)*
- *Snacks: All are invited to bring snacks, Anderson will take care of basics (coffee, soda, etc) coordinating with Corrin on supplies at the meeting location. Tracy also offered to bring something.*
- *Equipment: Anderson will coordinate with Corrin on this.*
- *Meeting leader: As Chairman Dick will begin the meeting at 9:00 with a welcome, introductions, and meeting overview (including invitation to afternoon board meeting where the MOU and by-laws will be adopted) before passing off to Anderson.*
- *Name Tags: Tracy confirmed she has name tags that can be used for the meeting. Anderson will email her a list of name tags to be printed.*
- *WRISCer of the Year: Anderson will check to see if Corrin had printed a certificate, and if not will check for a template in the WRISC files. She will also check with Ann to see if the certificates have been framed in the past.*
- *Set-up/Take-down: WRISC summer staff and any other WRISC volunteers.*

Anderson will send an email to active WRISC members inviting them to bring snacks and/or to help with event set-up.

June BOD Agenda

The team reviewed the draft agenda for the June 3rd Board of Directors meeting. Unlike previous years, this year's board meeting will include the traditional adoption of new Partners and Board members, as well more normal board meeting items such as action team reports. The by-law item wording was adjusted to state the "adoption of by-laws." The new MOU was added to the agenda, and the by-laws and MOU were lumped together and put earlier on the agenda to item number 4 "Adoption of 2015 By-laws and MOU."

4. Policies Discussion

a. Discuss by-laws vs. policies vs. MOU (ie. what items should each address)

Charlene suggested that the end of the revised MOU covers a lot of policies and this would be a starting point for developing policies. She also offered the use of an existing Conflict of Interest Policy that she has. Anderson agreed that after a list of policies is drafted, existing policies from other organizations can be edited to fit WRISC as needed.

b. Draft list of future policy items

Tracy agreed to develop a list of policies.

5. Strategic Management Plan: Final review of Goal 5 wording

Team reviewed changes made to goal 5's wording by Anderson after the April Board meeting's discussion on policies.

Strategic Action 5.1.2 was adjusted to read: "Maintain, and update as needed, WRISC's Memorandum of Understanding and By-Laws. Develop policies and procedures, as well as additional documents as needed."

Strategic Action 5.1.5 changes were approved as drafted by Anderson: "Determine if organizational independence is desired and/or feasible, and create long-term goal(s) for WRISC's organizational status."

On Strategic Action 5.3.4c, the group debated between having treasurers reports quarterly, or bimonthly (every BOD meeting). It was decided that bimonthly might be a good idea since grant reports are submitted every BOD meeting anyway, and quarterly would result in some quarters with 2 BOD meetings and some with only 1. Anderson will confirm the bimonthly timeframe with Treasurer Ann Hruska.

6. Dropbox: Useful? Better than email attachments?

Tracy stated that she liked the use of dropbox for meetings, and that it made it easier to view all of the documents online instead of printing them off. Anderson will continue using dropbox on a trial basis with the action teams.

7. Other

Dick suggested that anyone with specific invasive species equipment be invited to bring it to the annual meeting. Anderson said that in the past Clean Kill had brought large herbicide application equipment, and Marinette county had brought a diver-assisted-suction-harvester. The WRISC summer staff are scheduled to show off the WRISC boatwash during the meeting, and Anderson will look into seeing if anyone has equipment they would like to bring.

8. BOD agenda review/additions

Reviewed under agenda item 3.