

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

Team: Organizational Development

Members	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 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.

July 9, 2015 Meeting Minutes (9:00-9:47am)

In attendance: Charlene Peterson, Dick Peterson, Bill Rice, Scott Goodwin, Margie Yadro, Ann Hruska, Emily Anderson. Tracy Beckman was unable to attend but submitted feedback on agenda items via email prior to the meeting.

1. **Choose member to record minutes:** *Emily volunteered. Charlene requested that the agenda be changed to discuss policies first. The "Annual Meeting Feedback" item was moved to the end of the agenda.*
2. **CISMA Meeting Report (Anderson):** *To begin the policies discussion, Emily gave a report on the joint CISMA meeting with Lumberjack RC&D and coordinators from the Wisconsin Headwaters Invasive Partnership (WHIP) and Timberland Invasive Partnership (TIP). As per Tracy's email comments, the CISMAs are working together to address items that are of concern to all three*

groups. Specifically, they are sharing organizational documents and working toward a comprehensive manual. Emily shared the outline of one such manual started by TIP Coordinator Chris which sections documents into Governing Documents (MOU, By-laws, Mgmt plan, etc.), Policies and Procedures (Personnel, Conflict of Interest, etc.), and Invasive Management Documents (Pesticide use, Landowner form, etc.).

- 3. Policies/Procedures:** Margie agreed that the joint CISMA work sounded good, similar to a toolbox they are creating for their community garden, and could also benefit other CISMAs. There was a discussion on balancing the need for policy documents with avoiding unnecessary paperwork and Charlene agreed with Tracy's email to keep policies short and simple to create documents that can be understood by everyone.

Emily mentioned useful Roles and Responsibilities documents created by WHIP for their Coordinator, Steering Team, and Officer positions, and that documents of this nature would be very useful in WRISC. Margie mentioned a similar set-up they have with a handbook for their Land Conservation committee members.

Team members agreed that working on these documents with the other CISMAs is a good idea and will make it easier to work together on any future projects by creating consistency. The group discussed different places to obtain existing policies that could be used as a starting point. Charlene volunteered to help review potential policies to incorporate into WRISC with help from Margie and Tracy. The team agreed that Charlene's knowledge of WRISC's By-Laws and MOU will help in the review process. Emily will work on organizing existing WRISC documents and work with the other CISMAs to create a list of policies. Once documents have been obtained from other groups she will pass them on for review/edits.
- 4. Other Documents WRISC needs:** Ann presented to the team a draft Master Agreement between WRISC and the Dickinson Conservation District. She explained that the need for the document arose during discussion with the DCD's insurance provider and that such an agreement was necessary to list WRISC as "also insured" under the DCD's policy. The document also helped to outline the DCD's roles and responsibilities as the WRISC fiscal agent.

The team reviewed the document and found nothing which they felt needed changing. They discussed the need for Board approval and the desire for the DCD to have this agreement in place as soon as possible for insurance purposes. Charlene motioned for the action team to recommend that the board of directors adopt the master agreement, and further that they ask for an email proxy vote by the board to be returned no later than July 20th. Supported by Dick, seconded by Margie, motion passed all in favor. Ann will provide a final document to Emily which will be sent out to the board on Friday.
- 5. Annual Meeting Feedback:** The team briefly discussed the good turnout at the annual meeting, positive feedback on the speakers, and agreed that the scheduling of the board meeting in the afternoon worked well.
- 6. Other**
- 7. BOD agenda review/additions:** An update will be given at the August BOD meeting regarding the policies status and a request made for any existing policy documents from partners that could be reviewed in developing WRISC policies.