

Lower Minnesota River West One Watershed, One Plan	LGU Lead/Steering Team Meeting #3	Date: 2/6/2020
		Time: 9:30 AM to Noon
		Location: USDA Conference Room, 112 5 th Street Gaylord, MN 55334

Facilitator: Joel Wurscher **Note taker:** Jack Bushman

Invitees: **LGU Lead staff:** Amy Clyde, Allen Kerber, Blake Honetschlager, Coleton Draeger, Diane Mitchell, Holly Hatlewick, Jack Bushman, Joel Wurscher, Kevin Ostermann, Marc Telecky, Marilee Peterson, Ronald Otto, Ryan Freitag, Sarah Young, other LGU staff as appointed by LGU lead staff.
BWSR Staff: Jenny Mocol-Johnson, Mark Hiles

Pre-work: Identify potential Advisory Committee members

Please bring: *One Watershed, One Plan* Binder

Agenda Items

Topic	Purpose	Lead	Time allotted
✓ Introductions, Ice Breaker	INFO	Joel W.	5 min.
✓ Memorandum of Agreement <ul style="list-style-type: none"> • Status Updates • Next Processing Steps 	INFO	Joel W.	10 min.
✓ Grant Work Plan <ul style="list-style-type: none"> • Review drafts • Determine next steps/Timeline for completion 	DISCUSS/DECIDE	Jack B.	20 min.
✓ Discuss first Policy Committee membership, meeting timing, location, agenda, and presentations. Assign someone to present and/or to find presenters.	DISCUSS	Jack B.	20 min.
✓ Bylaws: review and discuss draft	DISCUSS	Joel W.	20 min.
Break			10 min.
✓ Web Based Collaboration Tools	DISCUSS	Jack B.	15 min.
✓ Match Tracking Spreadsheet	DISCUSS	Jenny Mocol-Johnson	15 min.
✓ Discuss Advisory Committee Structure	DISCUSS	Jack B.	15 min.
✓ Discuss notification of other stakeholders	DISCUSS	Jack B.	15 min.
✓ Schedule next meeting	DECIDE	Joel W.	5 min.

Post-Meeting Assignments:

- Individuals assigned to draft Grant Work Plan will have additions/edits by _____.
- Submit Grant Work Plan/Timeline/Budget to BWSR for initial review after receiving edits.
- Individuals assigned to policy committee meeting will work to secure location, put together agenda, find presenters.

Steering Team Ground Rules

- We will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes
- We will be respectful and promote open communication
- We will operate on consensus – seek general agreements all can “live with.”
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback)
- If necessary, we will hold conference calls between in-person meetings to report on progress