

<b>Missouri River Basin</b> <b>One Watershed, One Plan</b>	<b>Planning Work Group</b>  Meeting #2	Date: January 13, 2017
		Time: 10:00 am to 3:30 pm
		Location: Pizza Ranch 110 E Main St, Luverne, MN 56156

**Facilitator: Dan L.**

**Note taker: Kathy**

**Invitees:** LGU Lead staff:  
BWSR Board Conservationist:  
Partnership Development Coach: Beth Kallestad (U of M Extension Educator)

**Pre-work:**  
*Emailed prior to meeting*

1. Review draft MOA and Grant Work Plan
2. Consider stakeholders (i.e. who has power/interest in this planning process) who might serve as policy committee and advisory committee members
3. Review Policy Committee Bylaws recommendations

**Please bring:** *One Watershed, One Plan* Guidance Documents, including pre-work items noted above!

## Agenda Items

Topic	Purpose	Lead	Time allotted	
<ul style="list-style-type: none"> <li>✓ Introductions/Opener</li> <li>✓ Review meeting agenda and purpose</li> <li>✓ Review and finalize Working Agreements/Ground Rules</li> </ul>	INFO	Doug B.	10:00	15 min
<ul style="list-style-type: none"> <li>✓ Partnership Development: <ul style="list-style-type: none"> <li>• Group Discussion Model</li> <li>• Consensus</li> </ul> </li> </ul>	EDUCATION	Beth	10:15	30 min
<ul style="list-style-type: none"> <li>✓ Memorandum of Agreement (review progress)</li> </ul>	INFO	Dan	10:30	15 min
Grant Work Plan and Planning Approach: <ul style="list-style-type: none"> <li>• Discuss planning approach and consultant role</li> <li>• Terrain analysis approach – LiDAR conditioning grant</li> <li>• Methodology or tools for prioritization, targeting, measuring</li> <li>• Discuss goals/timeline for planning process</li> <li>• Review notification list requirements and potential “others” discussion</li> </ul>	DISCUSSION	Doug G, Mark H., Doug B.	10:45	75 min
Lunch			12:00	45 min
<ul style="list-style-type: none"> <li>✓ Partnership Development: <ul style="list-style-type: none"> <li>• Meeting Design</li> <li>• Conflict</li> <li>• Facilitation</li> </ul> </li> </ul>	EDUCATION	Beth	12:45	60 min
<ul style="list-style-type: none"> <li>✓ Stakeholder Identification and Analysis: <ul style="list-style-type: none"> <li>• Discuss roles of various stakeholder groups (i.e. Advisory Committee, State Agencies, others)</li> <li>• Identify Advisory Committee (recommendations to Policy Committee)</li> </ul> </li> </ul>	EDUCATION and DISCUSSION	Beth	1:45	60 min

<ul style="list-style-type: none"> <li>Draft role descriptions</li> </ul>				
<b>Topic</b>	<b>Purpose</b>	<b>Lead</b>	<b>Time Allotted</b>	
<ul style="list-style-type: none"> <li>✓ Policy Committee: <ul style="list-style-type: none"> <li>Clarify committee members</li> <li>Work Group Liaison to Policy Committee</li> <li>Draft bylaws (from template)</li> </ul> </li> </ul>	DISCUSSION	Doug B/Dan	2:45	30 min
<ul style="list-style-type: none"> <li>✓ Wrap-up: <ul style="list-style-type: none"> <li>Confirm next meeting – Do we want 3 meetings or 4? If only do 3 that would be a 5 hour meeting. Date = Time = Place = Facilitator = Notetaker = Kathy</li> <li>Next Steps (<i>including review of next 2 agendas</i>) MOA... Work Plan... Policy Committee Bylaws... Communication with Stakeholders... Other...</li> <li>Group Reflection on the Meeting Question:</li> </ul> </li> </ul>	DECISION	Doug B/Dan	3:15	15 min
Adjourn:			3:30	

DRAFT Working Agreements (from December meeting)

- Be prepared – review materials ahead of the meetings and do your homework.
- We will start and end meetings on time. If you are late expect that the meeting will move on without you. If you will not be attending notify Kathy.
- We will be respectful and promote open communication. Ways this will happen include:
  - Encouraging constructive debate and constructive feedback
  - Allowing space for all to participate with no one dominating
- We will operate on consensus seeking general agreements all can “live with”. Silence or lack of communication on a topic will be taken for acceptance of that item.
- Listen to understand and realize there are no “dumb” questions
- Stay on topic/agenda but allow for flexibility as needs arise
- Explain acronyms and terms that may not be understood by all.