

## BC CWMA Organizational Structure Action Team

First Meeting

July 31, 2012

In attendance: Heath Keirstead, Vern Holm, Jenny Ayotte, Kathleen Westly,  
Jackie Nichols, Tori Yoder, Becky Koepke-Hill, Peter Kenagy

- ID Key CWMA organizational tasks
  - Organizational structure
    - (Vern) most CWMAs are similar to SWCDs in that they are local people coming up with local solutions to local problems.
    - Also, most CWMAs are SWCD driven.
    - One CWMA is a 501(c)3, but most don't receive or disperse funds
    - They form in a few different ways
      - 1) they ID a weed and band together to combat it like on east side with range weeds
      - 2) they bring folks together with an overarching interest in weed control
      - CWMA examples:
        - Columbia Gorge CWMA has active co-chairs and various active committees
        - Mid-coast CWMA- a loose amalgamation, not very structured, 2 meetings/year, but long & natural partnership is enhanced by CWMA
        - BC CWMA- Vern is impressed with our work in pulling people together, so far our meetings have been outstanding
    - Things a CWMA needs:
      - Chair, co-chair & secretary
      - Short term operating plan: usually everyone puts down what they are going to be doing for the year and everyone can look at it and talk about it at a meeting
      - Long term management plan- Heath tweaked the Upper Willamette CWMA management plan and Vern said that should do, most of the CWMAs have more or less the same purposefully vague plan.
      - Signed MOUs- five received so far
      - A LOGO
  - Decision making:
    - Steering committee will consist of 1 member from each action team, chair, co-chair, secretary & coordinator, and will be able to make decisions for the group between meetings (?)
  - Meetings
    - full group will meet quarterly at first to help develop group identity, then may scale back to twice/year
    - committees (action teams) will meet as needed to develop projects
    - always have a "hook" to keep whole group engaged
      - info about new threats/outbreaks, new issues, control methods, info sharing; highlight partner projects
      - always have a spotlight talk
      - ask less active CWMA members to present
  - Roles & responsibilities
    - Chair & Co-chair create draft agenda/final agenda, preside over meeting, try to bring a "hook" to each meeting, like presentation by Glenn Miller/Eric Coombs
    - Secretary keeps minutes and other paperwork

- Coordinator: attend CWMA full-group and committee meetings, write grants on behalf of CWMA, act as main point of contact for CWMA communications, other duties?
- Mission statement
  - “To *(more effectively)* coordinate community-based efforts against invasive species *(that have the potential to cause ecological and economic harm)* in Benton County.”
  - Other language that came up: to be more effective, target overlap and gaps, maximize resources
- Develop work plan for first year
  - Investigating the formation of weed board and/or other options for county-wide weed control
    - Action Team members will review work done to date and tackle at next team meeting.
  - Funding & Title II funding (Aug 3 (FS) & Aug 30(BLM))
    - Discussed various funding needs and opportunities
      - Title II- used in the past for fish passage program- inventory and assessment. Could it be used for weed inventory? Vern thinks this year RACs will want to fund on the ground projects. County Commissioners have final say in where the money goes. If we talk to commissioners and they recommend funding the CWMA, we may get funding. Could ask for \$10,000 for EDRR response, signage, demo projects?
      - If the county is short of funds for roadside maintenance, strike a bargain with them- they find the weeds, we control them or vice versa? Pick a certain EDRR species like knapweed that we’d like to keep off of Marys Peak and strike agreement- we find them, you eradicate them...
      - ODA grants are being run through OWEB now. May be able to get more education funds and have less of an on-the-ground focus than in years past
      - Any grants will need some tangible outcomes/products like # workshops, # signs installed, # acres surveyed/treated, # of brochures distributed, etc
      - Siuslaw National Forest Stewardship dollars-projects must benefit the SNF lands
- Action plan and two-year time line for the CWMA.
  - Address at next meeting
- **Action Items:**
  - Create annual operating plan spreadsheet that shows all invasives work of partners (Heath)
    - Include these survey items:
      - Jurisdiction, geography covered, property boundaries
      - Species targeted
      - Type of agency (state, local federal, non-profit etc)
      - Budget for weed control
      - Grants applying for
      - Grants received
      - Key contact info (name, position title, skills/expertise, email, phone, mailing address)
  - Develop a useful network for partners and link people better so CWMA becomes clearinghouse of information, CWMA website, agreed upon reporting strategies (EDRR & E&O Action Teams?)
  - Develop job descriptions for officers (Heath)
  - Put together grant app for BLM Title II funds (Aug 30 deadline) (Heath)
  - Review Weed Board pros& cons research done to date and be prepared to address at next team meeting (Organizational Structure Action Team members)