

Steering Committee Key Topics

Month	Date	Year	Decisions	Discussion Topics	Guests
Nov		2003			
			Discuss policy formulation further Dec 03, Jan 03, prepare to present to Council Jan 03. Chris Massingill can sit on SC as non-voting member until Council approves policy so SC can apply it.	Conflict of Interest Policy, Chris Massingill's work on sub-watershed program.	
			Approved outline and elements as presented. Start with one sub-watershed.	Conservation Strategy Proposal	
			All roles filled. Scott Duckett nominated as alternate secretary but absent.	Officer Roles	
Fall		2003			
			Maintain status quo which is to think of it as our extended service area but not formally take responsibility for it. Continue responding to project and resident requests in that area.	Extending watershed council service area to mainstem	
			Will Bondioli, long-time member of council is now serving as SWCD director. Dana met with District Secretary (as close as they have to manager), and Cindy has working agreement with Dave Downing on project development (person first contacted, or landowners' preference, decides who will work on any particular project. Rick Allison also is good liaison between two groups. Continue to cooperate on small grant team with them (our liaison is Dennis Todd, Council member).	SWCD – Council Relations (local differences, history, current status, statewide situation, political pressure, future potential on projects and easements, relations, tax base, share members, co-sponsor workshops	
Jan	16	2004			
				Achieving higher quality Council Meetings	
				Cox Butte Culvert Project	
				Guidelines for Project Proposals	
				Increasing the scope of membership	
				SWCD Council Relations	
Feb	12	2004			
			Treasurer's Report	Conflict of Interest Policy Statement	
				County Commissioner's Presentation	
				Draft of Logo	
				Fair Booth	
				Groundwater Management Area	
				New grant rules proposed by OWEB	
Mar	11	2004			

Steering Committee Key Topics

	Work Plan Priorities	Amazon Headwater Issue	
		Conservation Strategy	
		Fair Booth	
		Grant Support Letter for Green Building	
		Lane County Riparian Work Permit Exemption	
		Member Involvement Program	
Apr	8	2004	
		Accomplishments Model	
		Aerial spraying on forest lands	
		Developing and Tracking of Council Projects	
		Green Roof Letter of Support, LETTER APPROVED AS CONCEPT SUPPORTED; Watershed Council Proposal Support Policy - newly revamped, APPROVED	Grant Proposal Support Policy
			Lane County Fair Booth
			New Watershed Projects Map and Matrix
			Rare Short Course for the community
June	6	2004	
		Accomplishments Model	
		Contract Review Projects and Monitoring	
		Council Self Evaluation	
		Funding/Resource Development workshop	
		Grant Proposal Support Policy	
		Letter to governor	
		Steering Committee Rotation	
July		2004	
		Application for Americorps - Assistant, APPROVED	Cox Butte project
			DEQ Stormwater Committee
			Katul property purchase
			Reopening of Coyote Creek on Art Johnson project delayed
			Reviewed Council Support Criteria and Checklist for council support requests
			Rural Basics class
			Tri-County news article
			website visits
Aug	12	2004	
		Annual Celebration	Jared Rubin
		DEQ applying the Willamette tmdl to the LTWC	
		Fair Booth	
		Jared Presentation - Total Maximum Daily Loads (TMDL)	

Steering Committee Key Topics

	APPROVED Dana as primary contact; Cindy as secondary contact	Metro Waterways Study	
	AGREED INSUFFICIENT INFO AT THIS TIME to provide Technical Advisory Team Member to Veneta	Request from City of Veneta for Technical Advisory Team Member	
		Search Committee	
Oct	14	2004	
		Amazon Appreciation Day	
		Contract Review committees	
		Lane County Commissioner's Report	
		Materials for schools	
		Participation on Stormwater Development Standards Advisory Committee	
		Search for new SC members	
		Support Letter Committee	
		Weed Management MOU	
Nov	4	2004	
		Annual Meeting (debrief)	
		Chriss Massengill APPROVED AS VICE-CHAIR; Duane Zetner APPROVED TO CONTINUE AS SECRETARY	Board Officer roles
			Partners Match Overview
			Watershed Council Support Budget
Dec	9	2004	
		Applying the Willamette TMDL to the Long Tom Watershed	
		Opportunity from Dr. Jeff Snyder, OSU, for Rural Property Habitat Plans	
		Request from City of Eugene for involvement in Eugene-Springfield Metro Waterways Study	
		Request from Veneta for Technical Advisory Committee member	
Jan	13	2005	
		MOTION APPROVED to brief Council about review of last subcommittee recommendations	501(c)3
			Liability issues with large woody debris projects
			Non-profit coaching by Sharon Gibson
			Who monitors the website
Feb	10	2005	
		2003-05 Work Plan - review of accomplishments	
		Approve Coordinator work priorities for upcoming period	

Steering Committee Key Topics

		Further discussion on projects being developed for April grant	
		Lane County Commissioner's Presentation	
		Process and guidelines for receiving and responding to comments	
		SOLV/Council Down by the Riverside event	
Mar	10	2005	
		Dirk Edmunds gift	
		East Lane SWCD report	
		MOTION APPROVED to write letter to Army Corps of Engineers during comment period regarding Fern Ridge Reservoir and fish passage	
		Fern Ridge update & fish passage	
		Lane/Benton County presentation	
		Low Council Meeting attendance	
		OWEB grant interview	
		APPROVED restoration priorities	
		Restoration priorities	
		Sub-watershed update	
Apr	14	2005	
		Balanced Scorecard Method	
		Fern Ridge fish passage letter to Army Corps of Engineers	
		Grant discussion on SWCD - Will Bondioli	
		Self evaluation	
May	5	2005	
		Annual Celebration	UO Business interns – Nick, Nick, Katie and Lauren
		Balanced Scorecard Presentation	
		MOTION APPROVED to send the Council Development Matrix to the Council with modifications as discussed, including bulleted explanation of structures	
		Council Development Matrix	
		Lane SWCD	
		Council Support grant proposal ranking and review	
		MOTION APPROVED - Rich Margerum as Vice-Chair of Steering Committee	
		Steering Vice-Chair vacancy and replacement	
		MOTION APPROVED to accept Element 1 of the Work Plan	
		Work Plan - Element 1	
June	9	2005	
		Decided energy, time is not there to produce an annual celebration. Needs can be filled by annual meeting	
		Annual Celebration Committee	Chuck Kalnbach

Steering Committee Key Topics

		UO Students – Lauren Chan, Katie Howell, Nick Larson, Nick Erickson
	Balanced Scorecard final presentation	
	Brainstorm new SC candidates and form search committee	
	MOTION APPROVED to extend invitation to Sarah Medeary, City of Eugene, to fill Scott Duckett's position on Steering in the interim until formal search is conducted in August	Farewell to Scott Duckett
	MOTION APPROVED - Nancy Holzhauser for Council rep on Small Grant Team	Nancy Holzhauser - approve for Long Tom Council rep on Small Grant Team
		Work Plan - Element 2 - Monitoring
July	14	2005
	MOTIONAL APPROVED - Dana's contract	Contract for Coordinator Services Sharon Gibson, LBCC Business Development Center
		Creating and Sustaining Effective Committees - <i>Sharon Gibson</i> Thomas Price
	MOTION APPROVED that Steering support the findings of the Council Development Committee and ask for the consensus of the Council to begin forming a 501(c)3 and make the necessary changes to the Charter in an expedient manner.	Council Development - Findings and Recommendations on Organizational Structure
	MOTION APPROVED - involvement of Technical Team in decision making process	New Technical Team members
	MOTION APPROVED - 2 elements for Council Work Plan	Work Plan - Review Elements 3 and 4
Aug	11	2005
		Kirsten Rudestam - participate in thesis research?
		New Monitoring SC Liaison to Contract Review - Sarah Medeary
		Next steps after special Council meeting
		Stroda Drop Structure and Fish Passage - Corps will not be able to fund until 2006
		Work Plan - review element 5
Sept	8	2005
		Annual Meeting – discuss agenda, location, spirit, speakers, decide awards, production roles and responsibilities
		Request from Mark Wilkening, BLM, for 2-3 Steering members to join BLM District Manager to discuss revisions to local Resource Management Area Plans

Steering Committee Key Topics

		Statewide Watershed Council Gathering Nov 3-4	
		Work Plan – Review Final Priorities for submission to OWEB Oct 15	
Nov	10	2005	
		Annual Meeting - debrief	
		Budget Presentation and Near-Term Resource Needs	
		Council meeting schedule approval	
		Results from Statewide Meeting of Watershed Councils	
		Steering Committee officers - Vice-Chair, Secretary, Treasurer	
		Topics for future SC meetings	
Dec	8	2005	
		MOTIONA APPROVED - Cindy will draft a letter, Rich will sign it, send to Westphall. Future landowner agreements will be reviewed by attorney first.	Landowner Agreements
		MOTION APPROVED - Support Network proposal pending further elaboration on concerns listed	Network of Oregon Watershed Councils - discuss merits of idea
		MOTION APPROVED - Recommendation that Janice Mackey be retained as attorney	Non-profit Working Group - attorney and process
			Restoration Program policies - media contact for projects
			Restoration Program policies - question of project holdback
		MOTION APPROVED - general scope of work and devolve decision on final to CRC unless we have impasse on some issues	Work Plan for Cindy Thieman to implement Council's new project grants
Jan	12	2006	
		MOTION APPROVED - Note that steps in Alternative 1 can be independent of each other. The letter in step 4 can be sent now. Follow-up meeting is not required.	Cindy's memo
			Conservation Strategy presentation
			Non-profit Working Group
Feb	12	2006	
			Council Meeting outline and Steering Committee roles
			Flooding in Cheshire and capacity in Long Tom River
			New local grant awarded - Watershed Friendly Food Labeling
			Financial Records Disclosure Policy

Steering Committee Key Topics

		Fiscal Management Funds	
		Steps and Discussion Items for Incorporation	
		Steering Committee Roles	
Mar	9	2006	
		MOTION APPROVED - agreement with amended language to (the first) paragraph #5 at top of page 2: The Council will withhold the first \$1,000 or 10% of project, whichever is greater, for project materials reimbursement... etc. as originally written.	
		Draft Landowner Agreement	
		Financial Records Disclosure Policy	
		Lower Long Tom River channel capacity and flooding	
		New Projects Contract	
		MOTION APPROVED - Given our existing structure and our desire to be honest with our history, we are electing to use a non-membership structure and ask the Non Profit Working Group to draft the core bylaws that address concerns raised here, especially to give voting rights to watershed stakeholders on board selection and changes to bylaws	
		Non-profit Development - Membership or Non-Membership	
		Poodle Creek - Westphall project	
Apr	13	2006	
			Corey Johnson (NP volunteer)
			Mike Hibbard
			Shana Schweitzer (UO)
		MOTION APPROVED - SC charges a sub-group (Dana Erickson, Will Bondioli, Corey Johnson) to develop a first draft of bylaws. The group will consult interested parties (former members of the non-profit working group) and bring a completed draft to Steering for review and approval.	
		Non-profit Development - Next decision points	
		MOTION APPROVED - SC supports the Watershed Indicator Development process and will try to put together a group of 6 – 10 people	
		Request for Research Partnership	
May	11	2006	
		Draft Bylaws - review	Chris Massingill
		Projects update	
		Review Steering Committee roles for upcoming Council Meeting	
June	11	2006	

Steering Committee Key Topics

		Annual Meeting - proposed date and location	
		Fiscal Bond	
	MOTION APPROVED - final bylaws	Non-profit Development and Final Bylaws	
		Upcoming Council Meeting outline and Steering Committee roles	
Aug	8	2006	
		Annual Meeting Planning	Neil Bjorkland, City of Eugene
	MOTION PASSES to approve bylaws	Approve Bylaws	Paul Reed, East Lane SWCD
		Current Planning Topics for Natural Resources in Eugene	
	MOTION PASSES - to approve letter of support	Letter of support for Ridgeline planning	
		Outreach Program by city to educate about salmon recovery	
		Riparian Incentive Program	
		Search Committee - formation	
Sept	14	2006	
		Annual Meeting - updates, sponsors, VIPs	
		OWEB conference and Network Annual Meeting	
		Restoration Projects for October grant deadline	
Oct	12	2006	
		Annual Meeting - debrief all components	Adele Freepons
Nov	9	2006	
		Annual Meeting debrief	Ben Myers (Tri-County News)
		OWEB Grant	Jim Bruvold,
			Josh Leitner (UO student and incoming volunteer)
		Proposed 2007 - 2009 Council Work Plan	
		Restoration Projects slideshow	
Dec	14	2006	
		article in Tri-County and West Lane News	
		Council Support Grant	
		Willamette Ecosystem Marketplace	
		Nobles project slideshow	
		Non-profit incorporation timeline	
		QB workshop	
		SC profile introduction	
		Spencer Creek / Ridgeline Project	
		TMDL implementation in small cities	
Jan	18	2007	

Steering Committee Key Topics

		Sam Fox, graduate student at University of Oregon, Geography (Master's Thesis on Lower Willamette Valley watershed councils)
	Bringing fiscal management in house - QuickBooks software, get CPA, will keep fiscal year	
MOTION APPROVED to show our intent to participate in environmental education facility planning and process	Meeting space request in new Environmental Education facility	
	Non-profit incorporation - attorney review resulted in change to bylaws	
	Nobles project slideshow and how projects are currently selected	
	Spencer Creek / Ridgeline Project	
	TMDL implementation in small cities	
	Willamette Ecosystem Marketplace	
Feb 8 2007	Non-Profit Organizational Meeting	
	Conflict of Interest Policy	
Determined Resolutions for each of the following Corporate Actions: (see indented list in next column)	Corporate Actions - Adopt a list of actions for organizational meeting	
	bylaws	
	officers	
	fiscal year	
	expenditures	
	continuation of contracts and temporary personnel	
	depositing funds and signing checks	
	size of Board	
	determine terms of office and expiration of each Director's term	
	regular Board meetings	
	Incorporated status	
	sign contracts on behalf of corporation	
	tax-exempt corporation obligations	
	conduct basic activities	
	establish Operations Committee	
	Conflict of Interest Policy	
	notice to Directors by electronic transmission	
	continue work of predecessor organization	

Steering Committee Key Topics

		Ratify initial committees: Non-profit Transition Team, Technical Team, Contract Review Committees	
	MOTION: The incorporator, Will Bondioli, appointed the following initial board of directors (see minutes)	Corporate Actions - Initial Board of Directors	
		Officer Elections	
		Officer Nominations	
Mar	8	2007	
		Contacted Legislature	
		Lane County Commissioners presentations	
		GWMA Workshop	
		Non-Profit Incorporation - Employment	
		Non-Profit Incorporation - Fiscal Responsibility	
		Non-Profit Incorporation - Board Development	
	MOTION APPROVED to form Technical Team as a non-Board committee	Technical Team - Approve formation	
		TMDL coordination - draft scope of work	
		Volunteer turnout results	
Apr	12	2007	
		Annual Meeting - begin brainstorming and planning	
		Lane County Commissioners presentations	
		Projects and Monitoring Contract Review Report	
		Sustaining the Council: Non-profit Incorporation	
May	10	2007	
		Annual Meeting and Celebration - format, location, speakers, etc.	
	MOTION PASSES to approve Jim, Corey and Tina as designated board members to sign checks as per financial policies and procedures approved today	Board Check Signing	
		Ecosystem Marketplace	
	MOTION PASSES to approve Financial Policies and Procedures	Financial Policies and Procedures	
	MOTION PASSES to approve establishment of petty cash account in house with maximum balance of \$200 in accordance with petty cash policy	Petty cash - establish account in house	

Steering Committee Key Topics

		MOTION APPROVED to define our role as providing technical information and voluntary work with private landowners to further conservation but do not consider ourselves partners or sponsors and do not want to be listed that way.	Ridgeline and Spencer Creek work progress	
		MOTION PASSES to approve Hiring Committee to make offer of employment to Dana with base salary range of \$48-55K, health insurance up to \$4800 and maximum 10% retirement match, for a total of around \$60K.	Sustaining the Council: Non-profit Incorporation - Employment and hiring	
June	14	2007		
			Annual Meeting and Celebration - guests, ideas, theme, venue, etc.	
			Ecosystem Marketplace	
			Form Search Committee	
			Partnership updates - Small Grant Team, Wetland Partnership	
			Research Findings – Sam Fox, University of Oregon MS Candidate	
			Ridgeline and Spencer Creek	
			Sustaining the Council: Non-profit Transition progress	
			Upper Willamette Groundwater Management Area	
Sept	13	2007		
			MOTION PASSES to approve list of awardees for Annual Meeting.	Annual Meeting and Celebration - planning update
			MOTION APPROVED to authorize staff to write letter to OWEB suggesting a contingency fund.	Letter to OWEB to suggest contingency fund
			MOTION PASSES to approve proposed approach of using CREP Program as a cost-share option for fencing-only projects.	Policy Issue - Landowner Match Requirements
			MOTION PASSES to appoint Dana Erickson to Corporate Secretary.	Sustaining the Council: Non-Profit Transition progress - Need a Corporate Secretary
Oct	4	2007		
			Annual Meeting and Celebration - RSVPs, ticket sales, and final preparations	
			Grant Support Letter requested from City of Eugene	
			New Board members - incoming	
			Settlement Award on behalf of Clean Water Act lawsuit	
Nov	4	2007		

Steering Committee Key Topics

		Holly McRae (WREN Environmental Education Coordinator)
	Annual Meeting and Celebration - debrief	
	Board Roundtable Discussion - items of interest to particular Board members	Kevin Matthews (SC Neighbors)
	MOTION APPROVED to close floor nominations; MOTION APPROVED to accept the slate of nominated candidates as Board officers for 2007/08.	Pat Johnston (BLM)
	Election of 2007/2008 Board officers	
	Partner Presentation - Holly McRae presented on WREN's programs and the progress on the new Environmental Education facility	
Jan 10 2008		
	Formation of budget or Financial Committee	
	Making comments on policy and land management issues - (i.e. the WOPR)	
	MOTION PASSES to approve new bank accounts at Umpqua Bank	New bank accounts at Umpqua Bank
	MOTION PASSES to nominate Kat Beal to serve on Small Grant Team	New OWEB Small Grant Team member
Feb 21 2008		
	MOTION APPROVED that LTWC cover 75% of insurance premiums, in 2008, for those employees choosing to be covered through our group policy. Employees who opt out of coverage will receive a lesser percentage as a monthly stipend in lieu of insurance, the exact amount of which to be determined by the Executive Director.	Discussion of Insurance
	Move that the Board establish a Personnel Committee and authorize Chair Pendergrass to appoint members (2/3 of Board members necessary to form a quorum to authorize Board Committees not present - sent to electronic vote)	Discussion of forming a Personnel Committee
	MOTION APPROVED that the Personnel Committee will negotiate with the Executive Director to amend her contract to reflect changes in retirement benefit plans.	Discussion of Retirement Contribution
	New Treasurer needed	
Mar 13 2008		
	Amazon Creek Initiative	

Steering Committee Key Topics

		Approve including officers on committee (Boulay and Ingham) and renaming it Executive Officers committee. (2/3 of Board members necessary to form a quorum to authorize Board Committees not present - sent to electronic vote)	Committees	
			Correspondence Report: support letter for a grant submitted by the University of Oregon, City of Eugene, & Lane Council of Governments to research wetland restoration techniques	
			Fish Passage Barrier Assessment in the watershed	
			General Liability Insurance	
			Small Grant Team Liaison	
Apr	17	2008		
			Application Letter to Bonneville Environmental Foundation	Deb Merchant and Katherine Luscher, River Network
			Community Connections and Fundraising Plan	
		MOTION APPROVED to ask staff to draft a letter of support of drinking water protection task for the Lane County Work Plan.	Letter of Support to Lane County for drinking water protection	
			New grants - Council received 4 new grants in past month worth almost \$150,000	
May	8	2008		
			Community Connections and Fundraising - map your community connections	
			Invitation for MOC w/Benton County - Water Supply Analysis Project	
			Restoration Grant Proposals - Small Grants	
June	12	2008		
			Annual Meeting and Celebration	
			Bear Creek sub-watershed problem solving	
			Community Connections letters	
			Staff Transition and Fiscal Bond/Employee Dishonesty Report	
July	12	2008		
			Annual Meeting and Celebration - agenda	
		MOTION PASSES to approve budget as presented, and request quarterly updates that include an explanation of variance 10% or higher.	Budget draft for FY10	
Sept	11	2008		

Steering Committee Key Topics

	MOTION PASSES to approve amendment to the Employee Handbook to make July 4th an official holiday	Ammendment to Employee Handbook for July 4th holiday	
		Annual Meeting and Celebration - agenda and logistics	
		Council self evaluation	
	MOTION PASSES to approve purchase of LTWC name plaque at Fern Ridge Library.	Fern Ridge Library fundraiser	
		Fiscal Bond/Employee Dishonesty	
		Map your community connections	
		Model Watershed Application with BEF	
		New Board members and orientation	
		OWEB Conference scholarship opportunity	
		Regional Water Quality grant process	
		Restoration Technician hiring update	
		Small Grant Team Liaison	
Oct	9	2008	
		Annual Celebration - debrief	
		Community Connections and fundraising letters	
		Council Self Evaluation	
		Local match for upcoming Council Support grant	
		Discuss Board officer roles in prepration to nominate and vote in Nov	
		Model Watershed application update	
		Project in prep for Oct OWEB application	
		Roundtable on what has made Council successful	
		MOTION PASSES to to set current number of directors to 12.	Set new number of Board of Directors
Nov	13	2008	
		Roundtable Self Evaluation	
		Council self evaluation topics	
		Membership	
		Participation	
		Accountability	
		Decision Making	
		Meetings	
		Staff Management	
		Fiscal & Project Management	
		Watershed Planning & Projects	
		Citizen Involvement	
		Elect Board officers	
Dec	11	2008	
		MOTION PASSES to approve Technical Team as a non-Board committee	Approve Technical Team as non-Board Committee

Steering Committee Key Topics

MOTION PASSES to revise the Employee Handbook to reflect eight approved holidays	Authorize 8 holidays (change to be reflected in Employee Handbook)	
MOTION PASSES to approve change in account signers, adding Brad Taylor, Tony Stroda, Patti Little to Jim Pendergrass and Dana Erickson; removing Tina Fenley and Corey Johnson.	Authorize checking account signers	
MOTION PASSES to increase staff credit card limit to \$5,000	Authorize increase of staff credit card limit to \$5,000 per authorized staff member, and \$20K collective	
MOTION PASSES to approve opening a 401k retirement plan with eligibility and match per employee handbook and offer letters or employment contracts.	Authorize opening 401k to provide retirement plan to employees	
MOTION PASSES to approve Treasurer, Jim Pendergrass, and Dana Erickson as signers for CD and Money Market accounts.	Authorize other account (CD/money market) signers	
MOTION PASSES to calculate staff bonuses and appoint Brad Taylor for final review	Authorize staff bonuses, to be calculated in light of total compensation package using 2007 process. Appoint SC member to approve final calculation	
	Council brochure being printed	
	Holiday Postcard & Donation Request – feedback and who shall we send it to?	
	Identifying and recruiting two new Board members	
	Local match ideas for upcoming Council Support grant – feedback on list	
	New donations (Atkinson, Weyerhaeuser) and other Fundraising topics	
	Progress on Model Watershed application to Meyer Memorial Trust - objectives in Coyote and Amazon Creeks	
	Project brochure draft - scope and in need of reviewers	
Jan 8 2009	Quorum not present for decisions	
	Lane County personal property tax issue	
	Local Match ideas for upcoming Council Support grant	
	New publications - Council brochure, projects brochure, and project profiles	
	Overview of Council Work Plan for next 2 years	
	Report on Holiday Postcard and donation request mailing	
	Report on interview with BEF and Meyer Memorial Trust	
	Report to Lane and Benton County Commissions	

Steering Committee Key Topics

		Scope Steering Committee topics for the year	
Feb	12	2009	
		MOTION PASSES to approve resolution authorizing the 401k plan	Adopt resolution authorizing 401k plan
			Feedback on Steering Committee topics
			Legislative Testimony - "Restoration Economy - jobs, goods, and services"
			McFadden Restoration Project Slideshow
			New publications – council brochure, project brochure, project profiles
		MOTION PASSES to review unrestricted money and determine our ability to donate to Oregon Trout for this event, inform board of decision	Oregon Trout - donate to event?
			Report to Lane and Benton County Commissions
			Restoration and Involvement Issues – Pesticide use, Spring Creek letter, Santa Clara Neighbors
			Upcoming project proposals
			We are finalists! Report on status and next steps w/ Meyer Trust & BEF
Mar	12	2009	
			Adam Stebbins, Water Project Coordinator, Benton County
			3-5 year Council goals
			Grant updates: ranking, receipts, applications
			Guest Presentation: Benton County Water Analysis and Demand Forecast, Phase 1; Adam Stebbins
		MOTION PASSES to approve a \$300 donation to the Network of Watershed Councils	Request for Donations - Oregon Trout (approved) and Network of Oregon Watershed Councils
Apr	9	2009	
			3-5 year goals: discuss proposed activities for 2009-2011: priorities, concerns, ideas?
			2009 schedule of Council Meetings, Annual Celebration
			Debrief Benton County Water Supply presentation
			Debrief Lane County Commissioners Joint Presentation - Riparian Zone Working Group
			Fish Barrier Inventory Project Update
			Grant updates: ranking, receipts, applications
			OSU Professor Emeritus Court Smith, wishes to nominate the Council for the Science and Practice of Ecology and Society Award (Ecology & Society Journal)

Steering Committee Key Topics

May	14	2009		
			Coyote, Bear and Ferguson Creeks – key habitats, reference areas, landowner contacts	
			EWEB's role in Lane County's Riparian Zone Working Group	
			Fish Passage Assessment - outreach letter	
			Report: Benton County Commissioners Presentation, April 21	
			Scope Annual Celebration	
			Walkin' and Rollin' through the Wetlands LTWC booth	
Jun	18	2009		
			3-5 Year goals: updated format	
			Annual Celebration – Sat., September 12 – establish roles/leadership	
			MOTION PASSES to approve FY 2010 Budget for the Council with the changes as discussed	Budget - FY10
			MOTION PASSES to change definition of full-time employee hours from 32 to 30	Employee Handbook and Personnel Committee: full time hours from 32 to 30
				Nominating Committee - establish nominating committee and timeline
				RAC for 3 culvert replacements approved for ~ \$200,000
July	23	2009		
			Annual Celebration site tour and decisions	
				Communicating with and educating people in the watershed
				Fish Passage Inventory - outreach to landowners
				New Board members for Oct 2009
Aug	13	2009		
				2009 Practice of Ecology and Society award from the journal <i>Ecology and Society</i>
				Annual Meeting and Celebration - agenda, roles, logistics, outreach
				Model Watershed Program update
			MOTION PASSES to nominate Jason Hunton, Deborah Saunders Evans, Chad Stroda, and Steve Cole as incoming steering members for the next rotation beginning after the annual meeting	Nominating Committee: new Board members
			MOTION PASSES to establish Ops Committee of 3 people to serve on an annual basis in support of day to day activities	Operations Committee
				Personnel - E.D. review

Steering Committee Key Topics

	MOTION PASSES to recommend amending the Bylaws to extend Steering member terms and flexibility of term to 4 years, seconded by J. Pendergrass (item will go to Annual Celebration for a vote)	Proposed Steering Committee operations changes	
	MOTION PASSES to change meeting dates to 1st Thursday of each month starting in Oct. 09; MOTION PASSES to change meeting times to 5:30 p.m. starting in October	Steering Committee Meeting time and date Work Session with Lane County Commissioners	
Oct	1	2009	
		Coyote Creek Outreach Project	
		Culvert Surveys	
	MOTION PASSES to not send a letter due to insufficient information	Decision: Support letter request: Brownfield Assessments Program, LCOG	
	MOTION PASSES to forward requests to the Operations Committee, and appropriate Steering Committee members based on expertise, at Executive Director's discretion	Decision on how to deal with support letter situations in the future	
		Debrief Annual Meeting and Celebration	
	MOTION APPROVED to table event until next meeting	Elect new officers	
		New Grant: Education (OCF)	
		RAC application	
		Restoration Projects under development for OWEB application	
		Review Nov and future Council meeting topics	
Nov	5	2009	
		Board training topics survey results	
		Council Meetings - topics and locations for upcoming meetings	
		Elect new officers	
		Landowner Participation in and Stewardship of Projects – Part I	
	MOTION PASSES to approve the slate of nominated officers	Operations Committee Report - operations manager hiring Personnel Committee Report - Dana's evaluation	
		Who we do business with - a case study	
Jan	7	2010	
		Fish Tagging and Tracking project description	
		Landowner Stewardship Policy and Procedures - Part II	

Steering Committee Key Topics

	MOTION PASSES TO approve increase in PTO contribution	Personnel Committee - PTO rollover	
	MOTION PASSES to approve increase retirement contribution to 8% from 7% to cover additional plan fees	Personnel Committee - recommendation to raise retirement match	
Feb	4	2010	
	MOTION PASSES to approve accrued leave and PTO subject to legal review	Approved accrued leave and PTO carryover policies	
	MOTION PASSES to approve Landowner Stewardship Policies & Procedures as presented	Approve Landowner Stewardship Policy and Procedures	
	MOTION PASSES to approve two MOUs for Rivers to Ridge Partnership and Upper Willamette Weed Partnership, and to delegate the review of the Wetland related MOU to Brad and Dana	Approve Partnerships and MOUs	
		Board member role review and Board buddy	
		Committee tracking and committee profile	
		Org Chart, Committee Structure, and Board Member Role Review	
		Project Presentation - Coyote Creek site visits	
		Small Grant Team	
Mar	4	2010	
	BALLOT DECISION SHOW OF THUMBS that we don't want to check any boxes for sponsorship but acknowledge that sending the form in will be seen as endorsement by the campaign; DECISION: Check boxes indicating LTWC will include flyers on mailings, including an article in our newsletter, and possibly providing info at outreach tables.	Ballot Measure: Campaign for water, parks, and wildlife	
		Board Engagement	
		Board membership - Ric Ingham resignation	
		Fish Barrier Results - presentation and outline for upcoming Council meeting	
Apr	8	2010	
		Annual Meeting and Celebration - location, date, theme	David Wade, RDC volunteer
		Board membership - vacancy announcement & potential candidates	
		Model Watershed MOU	
		Project Proposals for RAC and OWEB grants	

Steering Committee Key Topics

		Resource Development Committee - fundraising plan and vision	
May	8	2010	
		INFORMAL DECISION to have AM at Diamond Woods Golf Course in Monroe	Annual Meeting and Celebration
			Operations Committee - Contracting Process & Project Signage
			Model Watershed - 10 year priorities and 1 year Work Plan
		DECISION to hold June 3 SC mtg at the Inn at Diamond Woods	Next Steering Meeting - decide if we should have at Diamond Woods
			Nominations Committee - will form in late May
June	3	2010	
		Annual Meeting & Celebration discussion at Diamond Woods Golf Course	
			Annual Meeting and Celebration
			Space/Room
			Parking
			Food, ticket price, and budget
			Outreach
			Sponsorship
			Fundraising Event
			Speakers
			Agenda
			Nominations Committee - potential new Board members
July	1	2010	
		MOTION to approve Council Work Plan and Budget for fiscal year 11 approved unanimously	Council Work Plan & Fiscal Year 11 Budget
			Annual Meeting and Celebration - agenda, tasks, registration, awards, gifts
Sept	2	2010	
			Budget reserve policy
			Strategic Plan – Roundtable Discussion on Draft and Feedback on Threats to Watershed Health
			Nominations Committee update on priority candidates
		MOTION TO APPROVE watershed awardees passes unanimously	Annual Meeting Watershed Awards for 2010
			Feedback on draft Annual Report

Steering Committee Key Topics

Oct	7	2010		Introduction to September 23 Self-Evaluation	
				Personnel Committee: Executive Director Review	
				Resource Development Committee update	
			MOTION passes to send letter of support to Bentony County for its Habitat Conservation Plan	Letter of Support to Benton County Habitat Conservation Plan	
				Proposed projects for upcoming grant opportunities	
				Slideshow of new grant opportunitites	
			MOTION passes to approve using reserve funds to go forward with Heidt project proposal	Using reserve funds to move forward with Heidt project	
Nov	4	2010			
				Personnel Committee	
			MOTION BY J. HUNTON to approve slate of officer nominations: Jim Pendergrass as Chair, Deborah Saunders Evans as Vice Chair, Chad Stroda as Vice Chair, Sue Kacskos as Treasurer, Dave Turner as Secretary, and Dana Dedrick as Corporate Secretary (contingent that Chad Stroda has an opportunity to accept or decline his nomination). Motion includes approval of check signers. Motion passes unanimously.	Nominate & elect Board officers and check signers	
				Watershed Learning Topic: Upper Poodle Creek culvert replacement	
				Annual Meeting - Roundtable Feedback	
				Upcoming Council Meeting schedule	
Jan	6	2011			
			Motion passes unanimously to approve new Contracting & Procurement Policy, new Whistleblower Policy, and updates to Financial Policy & Procedures	Review policies: Contracting & Procurement, Financial Policy & Procedures, Whistleblower	
				Committee Membership Roles	
				Strategic Plan Leadership Roles	
				Council Meeting calendar update	
				Council Support grant review	
Feb	10	2011		Board training - RESTORATION PRIORITIES	
				Debrief nonprofit workshop	
				Budget v Actual report	
				Amazon Initiative	

Steering Committee Key Topics

		Projects/Work Plan: (slideshow): Riparian Planting & Stewardship. Importance, last year's activities, next year. Ways to get landowners more involved in plant establishment/ lessons from maintenance. Plant orders for 2012-13.	
		Review how Landowner Stewardship Policy has been working	
Mar	3	2011	
		Board Training - COUNCIL HISTORY/TIMELINE & MAJOR ACCOMP.	
		RDC Committee report	
		PROJECTS - inside look Sogge project - slideshow and Atkinson financial story	
		SC TOPICS CALENDAR - when do you want your Board Retreat? Allow 2 mo beforehand for council member survey and partner interviews.	
		Upcoming Forestry council meeting	
		Reporting to Lane & Benton County Commissioners - update on process	
Apr	7	2011	
		Proposed projects for April grant deadlines	Shigeki Okada, LTWC intern
		Debrief March Council mtg	
		Proposed letter to BLM on 10-year Landscape Plan	
		Max Nielsen-Pincus Presentation: Economic & Employment Impacts of Forest & Watershed Restoration	
		Annual Meeting - Initial Decisions	
May	5	2011	
		Annual Meeting & Celebration	
		Model Watershed Monitoring presentation - Cindy	
		OWEB Council Support Grant results	
		Groundwater Management Advisory Panel	
June	2	2011	
		MOTION TO APPROVE FY2011 QUARTER 3 BUDGET VS. ACTUAL PASSES UNANIMOUSLY.	Approve Quarter 3 Budget vs. Actual
			Resource Development Committee update
			Annual Meeting & Celebration
		MOTION TO APPROVE Work Plan and FY'12 Budget as presented subject to amendments passes unanimously.	2011-12 Work Plan & Budget
July	7	2011	
		Annual Meeting & Celebration	Kristen Larson, LTWC intern

Steering Committee Key Topics

		Amazon Pesticide Stewardship Partnership presentation by Jason Schmidt	
		MOTION TO APPROVE COMMENT LETTER IN SUPPORT OF THE BLM'S EFFORTS APPROVED UNANIMOUSLY TO SCOPE HERBICIDE USE GIVEN DISCUSSED AMENDMENTS.	Comment letter regarding proposed BLM Vegetation EA
		MOTION TO APPROVE WEST EUGENE WETLANDS RESOURCE MANAGEMENT PLAN COMMENT LETTER by C. Stroda, seconded by J. Hunton. Approved unanimously.	Comment letter regarding BLM West Eugene Wetlands Management Plan
Aug	3	2011	
			Candidates - de facto nominations committee (this worked great)
			Budget v Actual report
			other topics - check agenda
Sept	1	2011	
			ANNUAL MEETING - FINAL - dry run, roles, refine presentations
			P&L by job review
			BOARD RETREAT option (or Mar 2012 w/ Sept 2012 self eval)
			E&I Committee Report
			ED Performance Review results
Sept	1	2011	
			Board Training- Welcome, notebooks, forms, etc
			RDC Committee report
			Annual Meeting debrief
			ED performance review results if not done in Sept
			Officer Roles & Committee Assignments (and need a new liaison on Tech Team)
			DECISION: APPROVE BOARD OFFICER ROLES
			RESTORATION: Proposed projects
Jan	5	2012	
			Branding LTWC with David Funk
			David Funk of Bell & Funk
			MOTION TO PARTICIPATE WITH DAN CALVERT ON HIS RESEARCH TO UNDERSTAND THE SOCIAL PROCESSES OF WATERSHED RESTORATION by D. Saunders Evans, seconded by C. Stroda. Approved unanimously.
			Participate in Research with OSU grad student Dan Calvert
Feb	2	2012	

Steering Committee Key Topics

		Giving to Nonprofits - Facts, Philosophies and Practicies LTWC can start using today	Dolly Woolley & Ronnel Curry
Apr	5	2012	
		Cindy Thieman moving in August or September	
		Changing funding landscape in OWEB due to BPA mitigation funds and land trusts	
		Technical Team Summit findings	
		Project Slideshow on winter tree planting	
		Update on Website & Logo	
May	3	2011	
		Project Tour at Lomatium Prairie Restoration site at Erickson's	