



Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

| | |
|------------------------------------|--|
| Date / Time: | March 24, 2023 1:30pm – 3:30pm |
| Location: | In-Person: Sherburne History Center – 10775 27 th Ave SE Becker, MN 55308 Virtual: https://us02web.zoom.us/j/84245464494 |
| Note Taker: | Brittany Lenzmeier |
| Time Keeper: | Francine Larson |
| 1w1p Website: | https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/ |
| Committee Representatives Invited: | Benton County – Scott Johnson, Benton SWCD – Wade Bastian, Meeker County – Danny Schiefelbein, Meeker SWCD – Bob Schiefelbein, Mille Lacs SWCD – Dan Campbell, Sherburne County – Andrew Hulse, Sherburne SWCD – Shelly Binsfeld, Stearns County – Tarryl Clark, Stearns SWCD – Tom Gregory, Wright County – Tina Diedrick, Wright SWCD – Jeff Burns |
| Individuals Copied: | Policy Committee Alternate Members, Steering Committee Members, Darren Mayers – BWSR, Brad Wozney – BWSR, Keenan Hayes – Mille Lacs County Staff, Robert Pennington – Mille Lacs County Staff, Amy Kowalzek – Morrison County Staff, Brittany Lenzmeier – Stearns SWCD Staff, Shannon Wettstein – Morrison SWCD Staff, Lance Chisolm – Morrison SWCD Staff Jacob Rischmiller, Paul Marston, Sarah Boser, Julie Blackburn - ISG |

Meeting Preparatory Work

- Review agenda content and previous meeting minutes

Meeting Objectives

- Elect officer positions
- Review Open Meeting Law procedures, address questions
- Approve Citizen Advisory Committee membership
- Determine reoccurring meeting date
- Determine development of a vision statement



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| Meeting Agenda | | | | |
|----------------|-------|--------|--|----------------|
| Item | Page | Time | Topic | Task |
| 1 | | 5 min | Welcome and Introductions (All) | INFO |
| 2 | 2 | 3 min | Review and approve agenda (Cibulka) | ACTION |
| 3 | | 10 min | Elect Officer Positions (Cibulka) | ACTION |
| 4 | 3-7 | 2 min. | Review and approve 12-19-2022 meeting minutes (Cibulka) | ACTION |
| 5 | 8 | 10 min | Bylaws and Open Meeting Law (Cibulka) | INFO |
| 6 | 9 | 10 min | Project Update <ul style="list-style-type: none"> • Timeline and Activities (Cibulka) • Fiscal Overview (Maciej) | INFO INFO |
| 7 | 10-12 | 15 min | Citizen Advisory Committee <ul style="list-style-type: none"> • Benton SWCD Letter (Maciej) • Approve Citizen Advisory Committee (Cibulka) | INFO ACTION |
| 8 | 13 | 40 min | ISG Project Update (Rischmiller / Marston) <ul style="list-style-type: none"> • TAC Progress • Open House • Data Aggregation • Land & Water Resource Narrative | INFO |
| 9 | 14 | 20 min | Determine Reoccurring Meeting Date (Cibulka) | ACTION |
| 10 | 15 | 5 min | Mission & Vision Statement (Cibulka) | ACTION |
| 11 | | | Adjourn | ACTION |

Supplemental Items

- [Watershed Highlight \(page 16\)](#) – A featured program, project, or activity from project partners.
- [Project Boundary \(page 17\)](#) – Project boundary map which may be a useful reference.
- [Policy Committee Meeting Norms and Guidelines \(page 18\)](#) – Best practices for MRSC 1w1p meetings.



MISSISSIPPI RIVER
ST. CLOUD
WATERSHED

Comprehensive Watershed Management Plan

Policy Committee Meeting Packet

Agenda Item #4: December 19, 2022 Minutes



Mississippi River – St. Cloud One Watershed, One Plan

Proceedings of the Mississippi River – St. Cloud 1W1P Policy Committee Meeting held on December 19, 2022. Dan Cibulka called the meeting to order at 10:00a.m.

| | |
|--|--|
| Date / Time: | December 19, 2022, 10:00AM-12:00PM |
| Location: | In-Person: Palmer Township Hall – 4180 105th Ave, Clear Lake, MN 55319 Virtual: https://us02web.zoom.us/j/83452514261 |
| Note Taker: | Brittany Lenzmeier, Stearns SWCD |
| 1w1p Website: | https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/ |
| Voting Members Present: | *Benton SWCD – Wade Bastian, Mille Lacs SWCD – Dan Campbell, Sherburne County – Barb Burandt, Sherburne SWCD – Shelly Binsfeld, Stearns County – Tarryl Clark, *Stearns SWCD – Tom Gregory, *Wright County – Mary Wetter, Wright SWCD – Jeff Burns, Meeker SWCD – Jahn Haffley |
| Alternate Voting Members Present: | Sherburne County – *Raeanne Danielowski (via Zoom) |
| Voting Members Absent: | Meeker County – Danny Schiefelbein Benton County – Scott Johnson |
| Partners and Staff Present: | Policy Committee Alternate Members, Steering Committee Members, Darren Mayers – BWSR, *Brad Wozney – BWSR, Brittany Lenzmeier – Stearns SWCD Staff, Susan Shaw – Mill Lacs SWCD staff, Stephanie Souer – Mill Lacs SWCD staff, * Zach Guttormson – Sherburne County and Planning Zoning, Luke Johnson – Wright SWCD staff, Cole Loewen – Stearns County staff, Alicia O’Hare – Wright SWCD staff, Emily Forbord – Benton SWCD staff, Gerry Maciej – Benton SWCD staff, Sarah Boser – ISG staff, Francine Larson – Sherburne SWCD staff, Dan Cibulka – Sherburne SWCD staff |

*Individuals joined viz Zoom virtually.

Welcome and Introductions.

- a. **Name, LGU.** Introductions of Policy Committee (PC) members, partners, and staff.

Review and Approve Agenda.

- a. Approve Meeting agenda. **Motion by Burandt to approve meeting agenda as presented; second by Clark.**
Affirmative: Bastian, Gregory, Campbell, Burandt, Binsfeld, Clark, Wetter, Burns, Danielowski. Opposed: None.
Motion carried.

Review and approve 07-06-2022 meeting minutes.

- a. Approve meeting minutes. **Motion by Burns to approve meeting minutes as presented; second by Wetter.**
Affirmative: Bastian, Gregory, Campbell, Burandt, Binsfeld, Clark, Wetter, Burns, Danielowski. Opposed: None.
Motion carried.

Review and Approve By-Laws (All). A rough draft of the by-laws was presented for review by the Policy Committee. Burns reported that in Article II: Membership Provisions, Section 2, would deliver better if the word “on” is replaced with the word “by”. Section 2 would read as: “Members of the Policy Committee shall serve until the expiration of the Meeting #4

Memorandum of Agreement to run concurrently with each Policy Committee member's appointment by his/her respective board."

Wetter inquired clarification under Article II: Membership Provisions, Section 5 on who notifies the individual if a representative has missed two (2) consecutive meetings and what are the consequences of those missed meetings. Cibulka reported that the Rum River 1W1P had a clause in their plan. A staff member wrote a letter for the Chair to sign notifying the LGU of the missed meetings. The Policy Committee can decide if the Chair is responsible for notify the respectable individual/LGU. Burns stated the same clause is by-laws of the North Fork 1W1P.

Clark stated that each LGU has an alternative representative that can attend the Policy Committee meetings if the designated representative cannot make it to a meeting. Danielowski reported that if the LGU representative does miss more than two (2) consecutive meetings, it should be recognized.

Gregory reported that if the representative and the alternate have missed two (2) consecutive meetings, then those representatives should be changed. Clark reported that it is up to the LGU that is missing and should decide on who should be their representative at the meetings. Binsfeld reported that each LGU representative will have the opportunity to vote on the by-laws, which serves as recognition that each LGU representative will be present for meetings.

Cibulka reported that the Rum River verbiage stated, "The Board may request a participating party to consider replacing their representative if that party representative missed two (2) consecutive meetings." Campbell agreed with considering adding in the additional verbiage.

By unanimous consent, the verbiage in Article II: Membership Provisions, Section 5 will read as: The Chair of the Policy Committee will notify the respective local unit of government that their organization has not been represented at two consecutive meetings. As part of this notification, the Policy Committee may request the respective LGU to consider replacing their representative(s).

O'Hare reported in Article V – Voting, Section 3, the word "plan" should be more defined. Loewen reported that verbiage would be added in Article I – Clause 1 and include 'here after, the Plan (with capitalization), would be referred to throughout the by-laws.

Burns asked for clarification in Article V – Voting, Section 3 on voting the 1W1P. Burns asked for clarification on Article V – Voting, Section 4 on voting digitally via telephone/video conference. Burns reported that in Article V – Voting, Section 4, the paragraph would deliver better if the word "and" was removed and a period was added after "video conference." The new paragraph would read as: "All votes by Policy Committee members or their respective alternates shall be made either in person or digitally via telephone/video conference. No member or their alternate may appoint a proxy for any question coming before any meeting for a vote.

Danielowski reported that she inquired for additional information from the County for virtual meeting options; no response has been received yet. Cibulka reported that the discussion was had among the LGU attorneys on virtual options, and there were differing perspectives. If a member of the LGU were to attend virtually, that respectable LGU would need to post that location/where the meeting was taking place. Clark inquired on where those locations would be posted. Cibulka reported the website (hosted by Mille Lacs SWCD), or Sherburne SWCD would include the necessary details. Maciej reported to invite MCIT to a Policy Committee and/or send an email to discuss the Open Meeting Law. Lowen reported that the MOA states "The Policy Committee shall comply with MN Open Law Meeting."

Meeting #4

Burandt inquired if the documents were reviewed by the legal counsel. Cibulka reported the by-laws were approved by the LGU attorney group. Burandt reported that since the documents have been reviewed by the attorneys and approved, the Policy Committee should keep that in mind when reviewing the document. The proposed language under Article IV: Meeting – Section 6, “Participation of the Policy Committee members will MN Open Meeting Law”

Wetter reported to include Chapter 13D.01 to Article IX: Miscellaneous – Section 4, 13D.01 (Minnesota Open Meeting Law) to encompass the entire document and be consistent with the MN Open Meeting Law.

Binsfeld asked for additional details on the Citizen Advisory Committee. Clark reported that the Policy Committee should refer to the MOA for clarification on the committees.

Burns suggested changes to Article VII – Subcommittees of the Policy Committee and other Committees. Burns recommended eliminating Section 2, moving Section A. as Number 2 and section B as Number 3. Binsfeld reported that the word “and” should be added to and/or to Article VII – Subcommittees of the Policy Committee and other Committees. The new paragraph would read as: “A member of the Policy Committee and/or an alternate will be assigned by the Chairperson to meet with the Advisory Committee(s) as an ex-officio member.

A final copy of the By-Laws will be provided at the subsequent meeting. **Motion by Binsfeld to approve the By-Laws as amended as discussed; second by Clark.** Affirmative: Bastian, Gregory, Campbell, Burandt, Binsfeld, Clark, Wetter, Burns, Danielowski. Opposed: None. **Motion carried.**

Elect Officer Positions (All). Clark reported that three counties are not currently being represented at the meeting and recommends waiting until the subsequent meeting to elect officer positions. **Motion by Burandt to approve tabling the election of officers to the subsequent Policy Committee; second by Campbell.** Affirmative: Bastian, Gregory, Campbell, Burandt, Binsfeld, Clark, Wetter, Burns, Danielowski. Opposed: None. **Motion carried.**

Project Update (Cibulka). Cibulka reported that the agreement was signed with BWSR along with a contract with ISG in November. A 60-day normal formal information to tribes and state agencies as part of the notification process. Staff are working on a notification letter to cities, townships, and other stakeholder groups – lake associations, sporting, Corn Growers Association, Irrigation Association, etc. to invite them to participate in the plan. The kick-off meeting (public meeting open to the public) is being planned for late January. Maciej reported that things with the plan are moving along nicely, and staff can start to bill their time to the Benton SWCD either monthly or quarterly.

Citizen Advisory Committee (Cibulka).

- a. **Review and discuss CAC membership.** Cibulka reported that the CAC is one of the tasks that staff are working through. The verbiage was provided for the PC to review. Currently, each party is working on identifying two citizen representatives (who represent the diverse area of the watershed) who will be taken to their board for approval. Staff are aiming to have each party’s board approve of their selection in January so that the Policy Committee may have a full list of CAC members to approve at a February meeting.

Technical Advisory Committee (Cibulka).

- a. **Review and Discuss TAC membership.** Cibulka reported that the Technical Advisory Committee will likely be the same representative sitting on the Technical Advisory Committee. The verbiage was provided from the MOA. These are technical representatives from each staff from each LGU who are working with the citizen advisory committee and groups. A TAC membership list was provided in the meeting packet. Non LGU member organizations have designated one or more individuals to present their agency.

Meeting #4



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Agenda Item #5: Bylaws and Open Meeting Law

At the December 19, 2022 Policy Committee Meeting this body approved their bylaws contingent upon several small language changes. The bylaws state that the Policy Committee will follow Open Meeting Law and several questions were asked related to this law and application to meeting virtual attendance. Staff from the Minnesota County Intergovernmental Trust (MCIT) provided a short series of slides with information pertaining to this topic. If a member is attending a meeting in a virtual format, the following requirements must be followed:

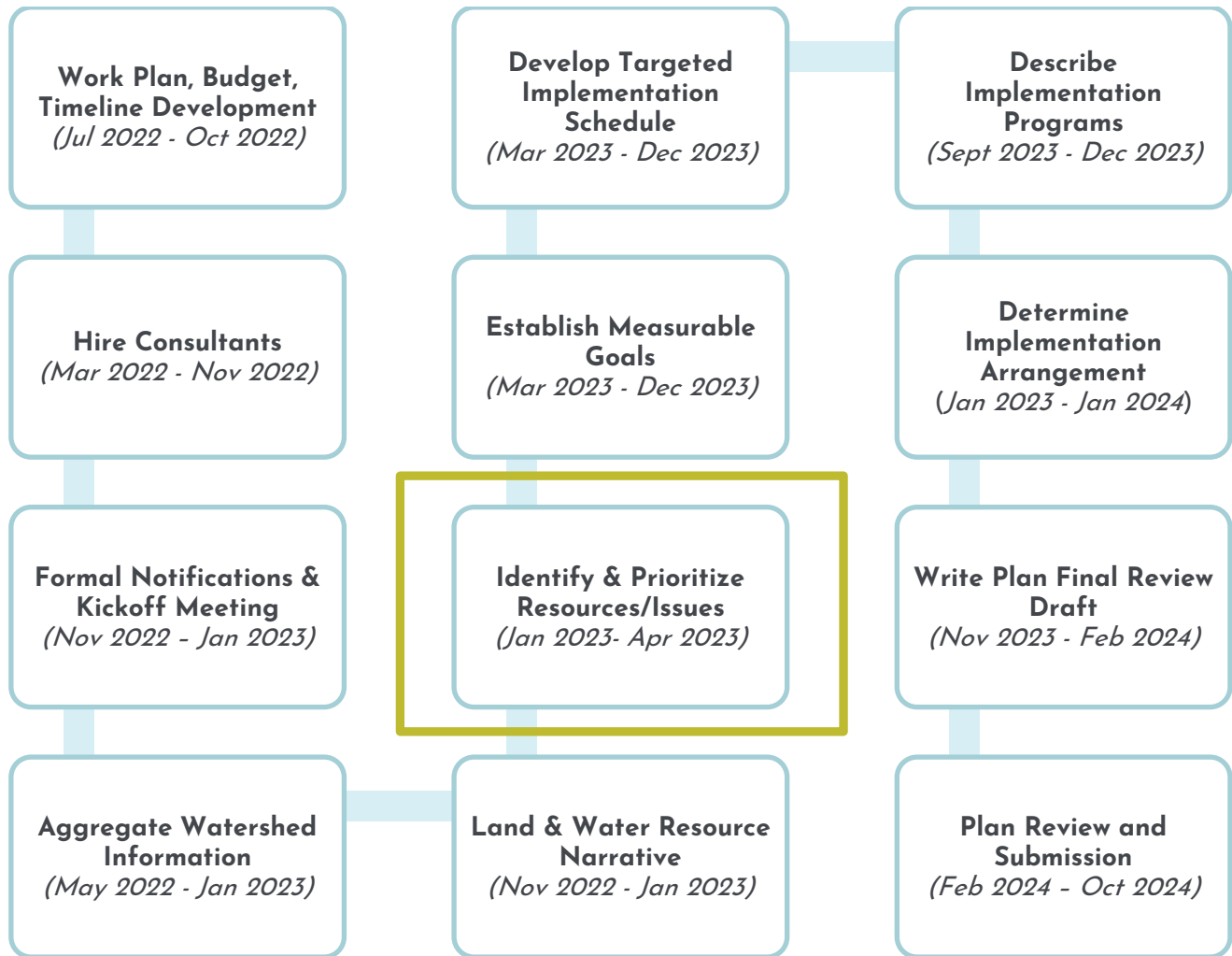
- The location, which must be open to the public, must be posted at least three days before the meeting.
- Virtual attendees must have both audio and video capabilities (all members seen and heard).
- If at least one member is attending virtually, votes are confirmed through roll call.

Reference MCIT slideshow send in PC meeting correspondence: MCIT presentation.pdf

A representative from MCIT will be present during our March 24th meeting and will attempt to answer any remaining questions that Policy committee members may have.

Agenda Item #6: Project Update

Establish and Maintain Partnership (Nov 2021 - Jun 2024)



| Completed Tasks: | Current Tasks: | Next Tasks: |
|--|--|--|
| 1. Formal 60-day Notification 2. Kickoff Meeting 3. Aggregate Watershed Data | 1. Approve CAC 2. LWRN 3. Begin Imp Agreement Discussion 4. Resource/Issue Prioritization | 1. Resource/Issue Prioritization 2. Measurable Goals 3. Engage CAC |

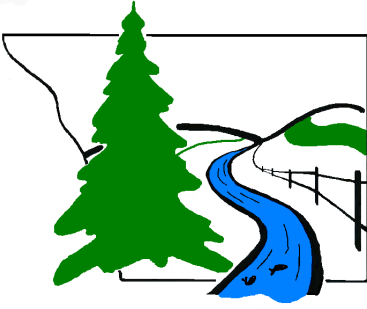


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Agenda Item #7: Citizen Advisory Committee, Benton SWCD Letter

Benton SWCD staff have discussed Citizen Advisory Committee membership with their Water Resource Advisory Committee and wish to share the following letter as an informational item.



Benton Soil & Water Conservation District

*Benton SWCD
14 W. 2nd Ave.
Foley, MN, 56329*

*Tel. (320) 968-5300 Ext. 112
Emily.forbord@mn.nacdnet.net
www.soilandwater.org*

Hello Policy Committee Members,

I am writing to you on behalf of the Benton County Water Resources Advisory Committee (WRAC). The WRAC is our local committee that has been guiding the development, updating and management of our county-based water plan since 1988. At our December meeting they took action to recommend the policy committee add the County Township Associations to the list of affiliations that represent the Citizen Advisory Committee (CAC), in addition to those others listed in the MOA. There was a motion during our last meeting from Stephen Simones to have this recommended to the policy committee, it was seconded by Scott Johnson, and all were in favor.

Thank you for your consideration,

Emily Forbord
Watershed and Outreach Specialist
Emily.Forbord@mn.nacdnet.net
320-968-5300 Ext 112



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Agenda Item #7 (continued): Citizen Advisory Committee, Approval of CAC Membership

Per the 1w1p Memorandum of Agreement the board of each of the participating parties will recommend potential Citizen Advisory Committee (CAC) members to the 1w1p Policy Committee who will decide on the CAC's membership. Each board has nominated up to two members from the community to the CAC, with an effort made to select individuals representing the diversity of natural resource and community interests from each jurisdiction.

ACTION: Staff are recommending the Policy Committee approve the Citizen Advisory Committee membership as presented below.

| Citizen Advisory Committee | | |
|---|-----------------------|---|
| Entity | Citizen Member | Affiliation / Background |
| Benton County | Stephen Simones | Water Resource Adv Committee, County Townships Assoc. |
| Benton County | Brian Kaschmitter | Water Resource Adv Committee, Farmer |
| Benton SWCD | Amy Robak-Bruce | Centra Sota |
| Benton SWCD | Jake Scherer | Water Resource Adv Committee, Farmer, Former SWCD Supervisor |
| Meeker SWCD* | Bruce Hall | Clear Lake Property Owners, Inc. |
| Mille Lacs SWCD* | Jim Beck | Greenbush Township, Farmer |
| Sherburne County | Terrance Vander Eyk | Water Plan Advisory Committee, Townships |
| Sherburne County | Cole Petroske | Water Recreation, AIS, Native Habitat |
| Sherburne SWCD | Scott Ruitter | Sherburne County COLA |
| Sherburne SWCD | Nick Peterson | Agriculture |
| Stearns County | Elizabeth Leitch-Sell | Clearwater Lake Property Owners Assoc., Stearns AIS Committee |
| Stearns County | Lisa Vollbrecht | City of St. Cloud |
| Stearns SWCD | Tom Janski | Farmer |
| Stearns SWCD | Gwen Williams | St. Cloud Resident, Small Business Owner |
| Wright County | Kathy Jonsrud | Cedar Lake Conservation Club |
| Wright County | Marry Wetter | Former County Commissioner, Agriculture |
| Wright SWCD | Chris Klein | Farmer, Silver Creek Township |
| Wright SWCD | Mario Frucci | City of Monticello |
| Total: 18 Citizen Advisory Committee Members | | |

*Meeker SWCD and Mille Lacs SWCD each recruited 1 representative, Meeker County was not able to find a representative



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Agenda Item #8: ISG Project Update

Staff from ISG have prepared two documents for review, which will be discussed further at the Policy Committee meeting. These documents are included as separate attachments on the email correspondence for this meeting.

1) Data Aggregation Memo.pdf

A memo describing the data that has been synthesized from watershed documents and public input.

2) 2023.03.14 - Draft LWRN - V2.pdf

A 2nd draft document of the Land and Water Resource Narrative which has been reviewed by the Technical Advisory Committee.



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Agenda Item #9: Determine Reoccurring Meeting Date

Attempts to determine a reoccurring Policy committee meeting date have not been successful through discussions at a December 19, 2022 meeting and several subsequent internet polls. Staff are requesting that the Policy committee members discuss potential options for a reoccurring Policy Committee meeting and come to consensus on an option. For your consideration:

- The Technical Advisory Committee will meet the 3rd Tuesday afternoon of each month. Staff are recommending that ideally a Policy Committee meeting occur no sooner than 9-10 days following a TAC meeting so that time is available to process content.
- The Steering Committee will meet the 1st Wednesday of each month, this date is flexible however if the Policy Committee will need to meet this time.
- A table outlining the current schedule of participant boards along with the TAC and SC meeting schedule is included below and may serve as a starting point for dates which should be avoided.
- The Policy Committee should consider the availability of ISG staff in their selection.

ACTION: Staff are requesting the Policy Committee determine a reoccurring date for future meetings.

| Monthly Board Meetings | | | | |
|--|--|---|---|---------------------------------|
| 1st Monday | 1st Tuesday | 1st Wednesday | 1st Thursday | 1st Friday |
| Morning Afternoon Evening | Morning Multiple Afternoon Evening | Morning Afternoon SC Evening | Morning Afternoon Evening | Morning Afternoon Evening |
| 2nd Monday | 2nd Tuesday | 2nd Wednesday | 2nd Thursday | 2nd Friday |
| Morning Afternoon Evening WSWCD | Morning StSWCD Afternoon Evening | Morning Afternoon Evening MLSWCD | Morning ShSWCD Afternoon Evening | Morning Afternoon Evening |
| 3rd Monday | 3rd Tuesday | 3rd Wednesday | 3rd Thursday | 3rd Friday |
| Morning Afternoon Evening | Morning Multiple Afternoon TAC Evening | Morning Afternoon Evening | Morning Afternoon Evening | Morning Afternoon Evening |
| 4th Monday | 4th Tuesday | 4th Wednesday | 4th Thursday | 4th Friday |
| Morning Afternoon Evening | Morning MeekerCty Afternoon Evening | Morning BSWCD Afternoon Evening | Morning Afternoon Evening | Morning Afternoon Evening |



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Agenda Item #10: Mission & Vision Statement Development

Many twlp projects develop a mission, vision, and or value statement to help guide their actions. Organizations may develop these statements to communicate what they do, why they do it, and what they value.

Vision Statement Examples:

Redeye River Watershed: With an appreciation of rural character and a strong connection to the land and water, we show a unified effort to be good stewards of our water and land for agriculture, economic and environmental sustainability.

Two Rivers Plus Watershed: Achieving unified resource management.

Lake Superior North Watershed: By integrating collaborative governance, leverages partnerships, and active stewardship by local residents, businesses and visitors, the ecological health and economic vitality of the LSNW will be maintained for generations to com.

Pine River Watershed: Harmonizing people, water, forests, and the economy in a place to renew your spirit.

Lake of the Woods Watershed: Unite local entities - who would otherwise have separate local plans - under one Comprehensive Watershed Management Plan, creating a cohesive vision for Implementing actions to improve locally prioritized water-related Issues/concerns.

Sauk River Watershed: A resilient landscape that balances a healthy ecosystem with a vibrant economy for generations to come.

Action: Staff are requesting the Policy Committee provide direction on creating a Vision Statement for the MRSC Watershed Collaborative.



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Watershed Highlight

We Are Water MN is a project of the Humanities Center that engages Minnesotans with our state's most important natural resource through personal stories, historical content, and scientific information. We Are Water MN is funded in part by money from the Arts and Cultural Heritage Fund and the Clean Water Fund that was created with the vote of the people of Minnesota on November 4, 2008.

Our partnership, the Mississippi River St. Cloud Watershed Collaborative, is proud to bring this traveling exhibit to the watershed for the community to learn from and share their water stories and experiences with each other. Over the past few months staff have worked very hard to develop an exhibit and program that reflects the diverse water resources and interest of our community. The exhibit features local stories from community members and examples of water challenges and conservation success stories that we have experienced. The exhibit will be at the Sherburne History Center from March 2 through April 24. However, in addition to the physical exhibit, our We Are Water MN program will be featuring several events to bring water awareness and conversation to the community:

March 22, 3pm-7pm "World Water Day" featuring a watershed trends presentation, well water nitrate testing, water bar sampling, rich conversation amongst visitors.

April 22, 10am-1pm "Youth Water Festival" featuring an exhibit scavenger hunt, interactive watershed models, CLIMB Theater AIS performance, St Cloud Parks Department "learn 2 fish", fish and aquatic bugs booth.

TBD May/June "Walk the Historic Mississippi River St. Cloud" featuring stories from the riverbank's past.

July 13, 5pm-7pm "Agricultural Conservation Field Day" featuring new and innovative Best Management Practices for soil health, irrigation, nutrient management, and more.

Supplemental Event April 20, 5pm-7:30pm, "The Lake Detective - Harmful Algae Blooms" presentation hosted by Sherburne County Coalition of Lake Associations.

Visit the project website here: <https://www.sherburneswcd.org/we-are-water-mn.html>

Experience the We Are Water podcast also, new episodes every Friday in March & April featuring voices from the MRSC Watershed community: <https://podcasters.spotify.com/pod/show/the-watershed>

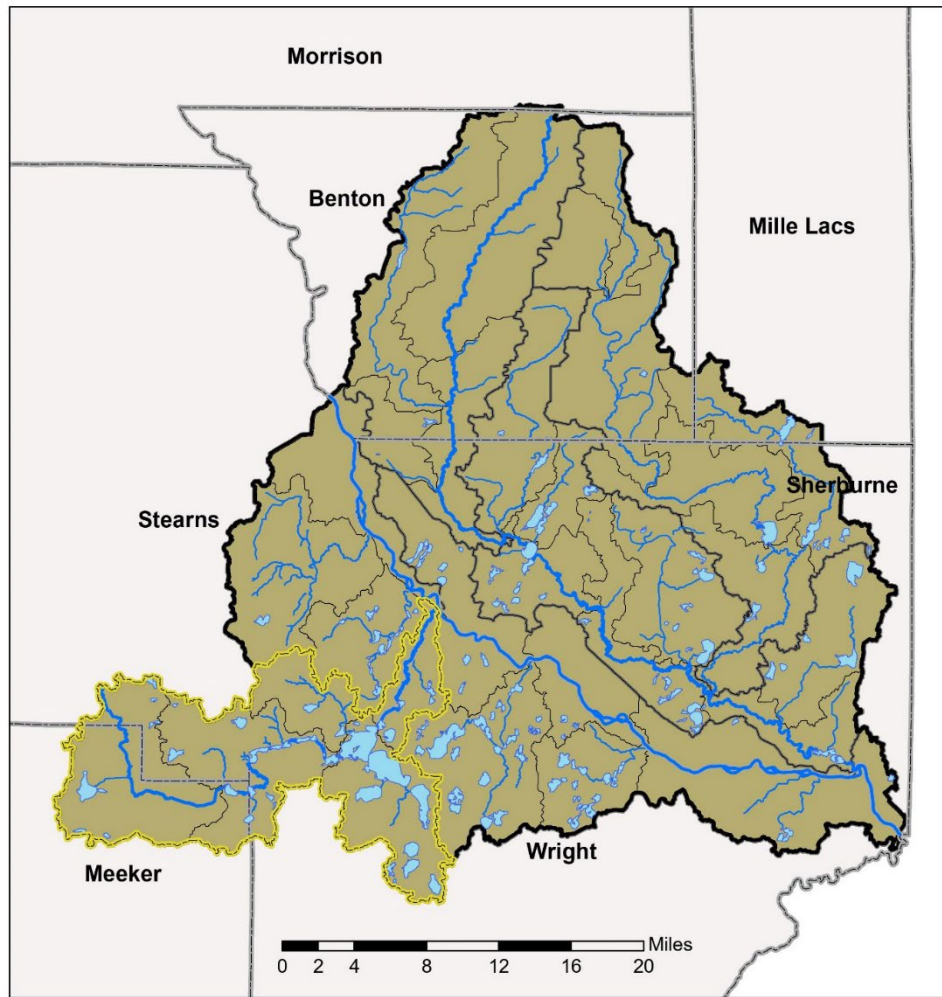


**MISSISSIPPI RIVER
ST. CLOUD
WATERSHED**

Comprehensive Watershed Management Plan

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Project Boundary



- | | |
|-------------------------------------|------------------|
| Planning Boundary | HUC 10 |
| Clearwater River Watershed District | HUC 12 |
| Named Lakes | County Boundries |
| Large Rivers | Streams |





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MRSC Watershed Policy Committee Meeting Norms and Guidelines

Process Norms

- Follow Robert's Rules of Order
- Everyone will contribute to the conversation
- Strive for consensus and support the final outcomes/decisions
- Decisions will be based in sound science
- All voices count. All opinions are valid, but offer reasoning behind your thinking
- Ask clarifying questions to seek further understanding
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes

Preparation Norms

- Meetings will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Request additional information prior to meeting if necessary
- 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)

Communication Norms

- Be respectful and promote open communication
- Listen to understand
- Respect each other's opinions
- Stay on topic and pay attention
- Silence phones and exercise proper meeting decorum