

SUMMARY NOTES
Yahara CLEAN Compact Executive Committee
Special Meeting via Zoom
May 27, 2020 – 3:30-4:45 P.M.

Attendance

Kyle Minks (chair), Greg Fries, Coreen Fallat, Mark Riedel, Matt Diebel, Missy Nergard, Janet Schmidt, James Tye, Paul Dearlove, Luke Wynn (note-taker), Alison Lebwohl (facilitator)

Anticipated Outcomes

- (a) Decision on “Proposal for Completing Needed Work” and next steps
- (b) Decision on June Steering Team agenda, and agreement on topics and outcomes for June and beyond

Welcome & Check-in (Coreen Fallat, Chair)

*No corrections or changes were requested to the 5/8/20 Executive Committee meeting summary notes. **The 5/8/20 summary notes were approved unanimously.***

Reflections on 5/8 Steering Team meeting

- All members felt the meeting went well, particularly considering the size of the group and the fact that it was our first virtual meeting.
- For future, use of breakout rooms with smaller groups will likely elicit more meaningful conversations in the future. It may also help to do a check in with participants at the beginning or end of each meeting. We want to encourage people to be participatory. In addition, seeing faces on video is recommended and helpful for reading body language and interacting.
- The Zoom chat is a nice feature that improves participation and can be used along with the recording to help draft the summary notes. Comments and questions posed on the chat can also help inform future agenda planning. It is the note taker’s discretion as to whether or not to include portions of the group chat logs in the notes.

Proposal for Completing Needed Work (Paul & Coreen)

The “Proposal for Completing Needed Work” that was first shared and discussed at the 5/8 Exec Committee meeting was reviewed and re-summarized. Highlights:

- We are organized so that the Steering Team and subgroups play an advisory role by providing input and recommendations to the Executive Committee. Meanwhile, the Executive Committee acts as a fiduciary, sets direction, takes needed action, and serves as a taskmaster to ensure the timely completion of promised deliverables.
- The Compact has reached a point where capacity and available time are not adequate to keep up with our project timeline. Help is now needed to get the needed work done. This work generally falls into the categories of overall project management, public involvement, strategy research, and plan development.
- Designing and implementing an effective public information-sharing and input campaign alone will involve significant time and resources outside of the regular meetings. While consulting groups can help fill these needs, consideration can also be given to resourcing some of the work out to appropriate member groups (and paying for those extra services).

- Proposed next steps include tasking a small subset of the Exec Committee to: 1) agree on what work is needed; 2) identify whether the needed work is better accomplished in-house or through other contracted assistance (“make vs. buy”); and 3) decide on a method and timeline for soliciting and securing that assistance.

A straw poll was taken prior to discussion. All members indicated they were in favor of the general proposal.

Discussion highlights:

- The main challenge will probably be finding a consulting group that can handle the multi-faceted needs of the Compact. Multiple consultants or subcontractors may be necessary to ensure that the right skillsets are secured.
- We can use help in strategizing how we conduct surveys, focus groups and listening sessions to maximize involvement and inform plan development. For example, Clean Lakes Alliance may be well positioned to help with outreach, but it doesn’t currently have the resources to tackle all our public-engagement needs.
- One of the primary charges for the Public Engagement and P Loading Subgroups is to recommend goals for Executive Committee approval. The next step is then to figure out what resources we have or can acquire to help achieve those goals. While Exec works to develop RFPs, subgroup leads can be consulted on any gaps we may need to fill.
- By forming an RFP committee, are we adding another decision-making layer? Why would we add another layer to an already efficient process?
- To clarify, this is a one-time process for the identification of gaps and deciding how to fill them. It is less about adding another decision-making layer and more about laying out the process for being able to strategically “buy” what we need.
- Diebel, Tye and Nergard volunteered to work with Dearlove and Lebwohl to develop a more refined process and timeline proposal to secure contracted assistance. A quick turnaround on the proposal was recommended so that the Executive Committee could take action at its 6/12 meeting.

Decision: *Diebel, Tye, Nergard and Dearlove will meet prior to 6/12 to identify the list of what to “make vs. buy,” and recommend a general process and timeline for securing the needed assistance. If available, Lebwohl will help facilitate that meeting. (All in favor)*

Next Steps for Executive Committee – June Agenda (Coreen & Paul)

- The focus of the entire meeting time will be to review fundamental water quality concepts and the science of the Yahara lakes. This will include reviewing a whitepaper produced by the P Loading Subgroup and hearing from the experts who drafted it. The whitepaper is going to be shared in advance as a reading assignment.
- Diebel, as subgroup lead, will get things started with a short summary presentation. The Steering Team will then go into smaller breakout sessions for further discussion. The objective is to set the stage for upcoming strategy discussions. By bringing everyone up to speed on the science, we will be better able to ask and solve the right questions to reach our goals.