



**Capacity Committee  
Meeting Minutes  
April 13<sup>th</sup> 2016**

**Members Present:**

Kristel Fesler	Water District Representative
Erin Poor	Citizen at Large
Jon Pampush	Fisheries Representative
Ross Van Loo	Citizen at Large

**Welcome:**

The capacity committee meeting commenced at 3:05pm.

**Committee Business:**

1) Purpose. The purpose of the capacity committee is to develop recommendations to bring to the Steering Committee regarding the growth and direction of the council.

2) OWEB funding. There are some uncertainties as to how OWEB funding can be spent. It's important to find out how can we spend this money in order to know if it can be used to provide funding to expand capacity.

3) Future Direction. John suggested we develop a five or ten year vision for the council. This should include a list of job descriptions for future hires as the council expands. These jobs may include an executive director, project manager, communications expert and outreach coordinator. These potential hires would report to, and be accountable to the steering committee.

Erin suggested we consider changing the format of the meetings in the future. Possibly a biannual meeting that does not include council business and is more welcoming to the community and local businesses. These meetings could be more informative and discuss environmental issues in the watershed. Kristel suggested that we leave council business to specified quarterly meetings, instead of our monthly meetings.

John suggested that we begin to build a story around the work we are doing, then base outreach around that story. He also thinks that we should be giving our partners more credit for their efforts.

It was the general consensus that we should continue the councils on the ground restoration work, but we also need to expand that focus into other areas.

The Nonprofit Association of Oregon might be a useful resource moving forward. They can help the council to better understand funding sources. Ross suggested that we ask if a representative would be willing to meet with the capacity and/or steering committees.

4) Next Steps. (1) We need to better define the direction of the council. This will include what we currently are as a council and the direction that the council will take going forward. (2) Begin creating a recommendation(s) to the steering committee that includes hire a contract employee to act as an interim director to help guide the council's transition and assist in finding additional funding. Some councils have a person who writes grants and takes a portion of the funding as their fee.

Prior to going forward with a request to the steering committee we need to define the following:

- The amount that this hire would cost the council.
- Tasks that would be required of the interim director.
- Recommendations as to how this position might be funded.

5) Task to complete. John will write up the draft of the council's vision. Kristel will ask April for grant responses from OWEB that might provide the council with useful feedback. She will also distribute a copy of the work plan as well as an update on where we are on these projects.

**Conclusion:**

The meeting concluded at 4:55pm. The next meeting is scheduled for Wednesday, May 11<sup>th</sup> at 3pm.