



**Capacity Committee  
Meeting Minutes  
June 7, 2016 at 4 pm  
Hillsboro Civic Center, rm 333**

**Members in Attendance**

Kristel Fesler	Water District Representative
Erin Poor	Citizen at Large
Jon Pampush	Fisheries Representative
Ross Van Loo	Citizen at Large
Rich VanBuskirk	Education Representative
Bob Baumgartner	Wastewater Representative

**Committee Business**

**1. Develop language on Council Growth for work plan from July 2016 to May 2017**

Goal of work plan language is to show how we are facilitating capacity building. Committee desire to include things we will actually do, because “we do what we measure”.

**Capacity Building Broad Goals**

- Ability for more/larger projects
- Provide impactful and broad forum for issue discussion and resolution
- Communication/outreach and Education
- Serve a broader audience: specifically urban, industrial and underserved communities

**Specific Goals to Achieve**

- Hire Executive Director (\$70k/year) to achieve the following:
  - Develop and expand programs
  - Write Grants
  - Brand the Council
  - Dynamic leadership and partner interactions
- Succession Planning (staff and members)
- Obtain additional stable dedicated funding

**Plan of Action (3 year)**

- Funding Strategy: Reserves, Project Funds, Partner Outreach, Grants (search for money and large projects)
- Write job description of Executive Director and write 2 year work plan. Review Coordinator job description.
- Reach out to grant writing consultants
- Write succession plan for both staff and members

### Work Plan Language

Draft a multi-year plan to build capacity to meet expanded goals in restoration, impactful forums, and outreach and service to underserved communities. Goals to be accomplished through the addition of one full-time staff member paid through a variety of funding strategies.

#### **2. Review remainder of work plan and OWEB funding priorities**

Discussion was had during discussion of Agenda item #1.

#### **3. Discussion on consultants for grant writing**

OWRD commission visited Newport, with had received funding for place-based planning. Their grant was written by Chase Park Grants consulting firm. They provide services to find potential matches for organizations to grant organizations

Willing to meet w/ Council.

Options to work with them: provide them with our place-based planning grant to ID potential other funding sources and associated costs

Recommend to Steering Committee: hold joint meeting w/ Chase Park Grants

### Goals for Capacity Next Meeting

Options for funding new structure

Review recent budget numbers (Rich to request from Jan)

Jon to contact the non-profit association and report out on funding sources