



Type of Meeting: Shell Rock Winnebago One Watershed, One Plan Steering Committee

Date: June 19, 2019

Time: 1:00 PM

Location: Shell Rock River Watershed District
214 W. Main St.
Albert Lea, MN 56007

Facilitator: Consultants

Note Taker: Courtney Phillips

Attending: Brenda Lageson, Rachel Wehner, Courtney Phillips, Philip Wacholz, Andy Henschel, David Copeland, Dalton Syverson, and Steven Jahnke. Consultants Julie Blackburn and Jen Kader also attended.

Agenda:

1. Introduction
 - This is the first meeting that the Steering Team has met with the consultants so introductions were done.
2. Planning for Success
 - The first topic was Julie introduced why we are all here, asked what do we want to get out of this plan (goals), gather understanding of the dynamics and go over 'your job – my job' of the steering team and consultants roles.
 - The group looked at fears, pitfalls of the process, and ways to avoid them. Guiding principals were also introduced.
3. Committee Roles & Planning Meetings
 - The team discussed the flow path. Decisions will go from Steering to Advisory, back to Steering before going to the Policy Committee.
 - The goal is to have the policy members engage other members of their respective boards.
 - The group decided that 75% of the content will be complete when it goes to the Advisory Committee for review/comment.
4. Kick-Off Meeting- Purpose, Principles, People
 - Comments from the group on what they want to see for the kick-off event includes: good comments, educate the public, good attendance, and to have press coverage.

- The group decided to do some form of a survey to gather information.
- The group also discussed who we want there and drafted a potential list of who we would like to get information from.

5. Logo Finalization

- Due to timing this topic was not addressed.

6. Next Steps

- Next steps include receiving deliverables from the Consultants for hosting the Kick-Off event.