



**COLUMBIA
BASIN
FISH & WILDLIFE
AUTHORITY**

DRAFT

DATE: August 26, 2005

TO: Bill Towey, CCT; Tony Nigro, ODFW; Gerald Danzuka, CTWSR; Doug Taki, SBT; Mark Bagdovitz, USFWS; Brian Lipscomb, CBFWA

FROM: Jann Eckman

SUBJECT: Draft 8/23/05 Ad hoc Charter Committee Action Notes

Ad hoc Charter Committee Meeting

August 23, 2005

9:00 a.m. – 2:00 p.m.

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Ramada Inn – Spokane International Airport

Spokane, WA 99219

509 838-5211

Draft Action Notes

Attendees: Bill Towey, CCT; Tony Nigro, ODFW; Doug Taki, SBT; Mark Bagdovitz, USFWS; Brian Lipscomb and Jann Eckman, CBFWA

By Phone: Gerald Danzuka, CTWSR

Time Objective 1. Committee Participation 100%

Allocation: Objective 2. Technical Review 0%

Objective 3. Presentation 0%

ITEM 1: Facilitated Discussion to Develop Strategies and Actions

Discussion: Identify the key issues (where the problems are). Determine if charter changes are needed to resolve those problems.

ACTION: Key Issues

Communication

- To be effective need active communication by Executive Director and CBFWA Staff
 - Member → Member
 - Members need to communicate more often to take the place of consent mail
 - Must have two meetings a year. One meeting for work planning, discussing regional issues, developing strategy, etc. Another meeting geared to close out/celebrate successes
 - Member → with staff

- Member → Committees
 - Committee chairs report activities to Members. The report covers new business, old business and current business
 - Standing agenda report at Members Management Group
 - Standing agenda report at Members Meeting
 - Committee solicit discussion from Members
 - All committees including the MMG are advisory to the Members- add this in the title

Consent Mail

- Consent mail will not be used
- Consent actions will be pursued via “face to face” or “teleconference” meetings. Another recommendation would be that staff research the video conference option – budget and feasibility.

Quorum

- Retain current quorum requirements
- Pursuing active consensus will make quorum issue moot

ACTION:

Charter Changes

Section 501 - Members Management Group

- Change name to Members Advisory Group
- Delete references in Section 501(a) to the Members Steering Group under Administrative Decision 87-3 and Liaison Group under Administrative Decision 87-5 and incorporate into Section 501(a) the specific language in those Administrative Decisions.
- Revise language in Section 501(b)(3) to reflect that:
 - The chair shall be appointed by the committee
 - Facilitation of all committees shall be done by the Executive Director or designate.
 - Move this section to Section 504 – Executive Director.

The ad hoc Charter Committee felt that these Charter changes would:

- Clarify the roles of the MMG – advisory
- Remove perceived conflict with the Chair of the Authority chairing the MMG by changing how the chair is selected
- Clarify the facilitation role of the Executive Director in the Charter

Section 502(b)(1) – Committee Functions

- Assignments to the Members Advisory Group shall be by consensus of the Members.
- Assignments to the technical advisory committees shall be made by

MAG/Members by consensus

- All committee charters be standardized:
 - How they operate
 - How they relate to each other
 - Ensure that the committee's purpose is consistent with and supports the CBFWA's mission

Section 502(b)(3)- Committee analyses and recommendations shall—

- Add a new (A) to read “account for where the assignment has come from;”

Section 502(c) – Committee Procedures

- Chairs of the committees meet on a regular basis

ITEM 2: Recommended Process to Implement

- Adopt Charter changes
- Adopt new organizational chart
- Develop orientation packet for new and existing members which will include:
 - A handbook and primer with frequently asked questions
- Hold a “hands on” workshop on consensus/facilitation.
- Review progress at February Members meeting
- Any further direction to the ad hoc Charter Committee or are they done?