



DATE: September 23, 2005

TO: Members' Advisory Group Work Group on Committee Charters

FROM: Tony Nigro, Chair

SUBJECT: Action Notes from the September 21, 2005 Committee Charters Work Group Meeting

If there are no objections within 8-days, these actions will be considered final.

Committee Charters Work Group Meeting
 September 21, 2005
 CBFWA Office, Portland Oregon

Draft Action Notes

Attendees: Lawrence Schwabe (BPT), Tony Nigro & Dave Ward (ODFW), Dave Statler (NPT), Dick Stone (WDFW), Lonny Macy (CTWSIRO), Brian Lipscomb, Frank Young, Neil Ward & Tom Giese (CBFWA)

Time	Objective 1. Committee Participation	100%
Allocation:	Objective 2. Technical Review	%
	Objective 3. Presentation	%

ITEM 1: Assess the Purpose of the Work Group

Discussion: The participants noted that the CBFWA Members, at their August meeting, directed that the Members' Advisory Group (MAG) to develop a standardized charter for the four CBFWA technical committees. The MAG established this work group of the committee chairs to recommend a standardized committee charter to them at the next MAG meeting.

ACTION: None required

ITEM 2: Review Current Charters of Technical Committees

Discussion: The meeting participants reviewed the current committee charters and the summary of them prepared by CBFWA staff and observed that the recently adopted CBFWA charter in Section 502 provides much of the needed guidance. In the discussion, it was noted that the Fish Passage Advisory Committee has some additional purposes relative to the operations of the hydropower system and may require some charter differences from the other three committees.

ACTION: None required

ITEM 3: Develop Committee Charter Recommendation

Discussion: The work group participants developed a proposed outline of a standardized committee charter and discussed its elements. Participants made several points:

- The committees, particularly the Fish Passage Advisory Committee, should be able to add additional purposes as their situations warrant.
- Technical committees may set up work groups of their members but, if it seeks to expand the group beyond the committee's members, it must get approval from the Members.
- Technical committees should couch their reports to MAG in technical terms, avoiding policy recommendations.
- The specifics of the CBFWA staff member's facilitation role may vary depending on the issue and the chair and committee's needs.
- The participants agreed that committees may develop annual work plans but are not required to do so.

ACTION: The work group directed staff to compile a draft committee charter, based on materials in the CBFWA charter, with changes as discussed. Staff should circulate the review draft to the meeting participants by noon Thursday, September 22, 2005, with any corrections due back to Tom Giese (CBFWA) by COB Friday, September 23, 2005. Staff will make any corrections and include the draft committee charter in the packet for the next MAG meeting.

ITEM 4: Choose Presenter of the Recommendation

Discussion: Most of the participants will be present at the next MAG meeting.

ACTION: No action

ITEM 5: Disband Work Group

ACTION: The work group will disband after participants have reviewed the staff draft of the committee charter.