

**CBFWA Structure and Working Relationships**  
*AdHoc Charter Committee Report to Members*

**CBFWA Members Meeting, August 29, 2005**  
**Seattle, Washington**

**SUMMARY**

The ad-hoc charter committee has taken the actions and discussions from the August 2&3 meeting and formulated strategies and actions to address the issues identified. This presentation is a summary of the committee's work with recommended strategies and action for consideration by the members.

**August 2-3, 2005 Members Meeting**  
**Situation Facing Us Excerpts**

- *The CBFWA is fractured and not united*
- Communication is ineffective
- There is a lack of consistency in participation
- We need clear direction – both internal and to staff
- There is rapidly changing operating situation – population, energy, global warming- but business continues as usual.

**Current CBFWA structure and processes that contribute to this situation**

- Only 2 members meetings per year that bring members together for discussions.
- Most communication occurs at the MMG level.
- Actions formulated by MMG are sent out by consent mail.
- No action on consent mail is a default yes.
- Current perception that MMG is a policy body within CBFWA.

**Strategies and actions to address**

- **Clarify roles of the committees as advisory with**
  - Changes in the charter
  - Changes in organization chart
  - Development of one standing committee charter
- **Have committee reports from the chairs as a standing item on all members meeting agendas and all members advisory group meeting agendas**
- **Role of CBFWA Executive Director and Staff shifts to proactive facilitation**
  - When all members are not present bring decision to them and seek their input
- **Anticipate member changes**
  - Develop an orientation packet that is used to educate new members and staff.
  - CBFWA staff will meet individually with new members and staff to educate on how CBFWA functions.
- **Create a common understanding of consensus and how to achieve it through a “hands on” workshop**

**Actions for Implementation**

- **Adopt revised Charter**
- **Adopt revised Organization Chart**
- **Commit to workshop**
- **Check for success at February meeting**
- **Any more assignments to committee?**