

Southwestern Crown Collaborative
Executive Committee
Meeting Notes
March 4, 2011

Present: Debbie Austin, Mo Bookwalter, Gary Burnett, Scott Brennan, Amber Kamps, Megan Birzell

Action Items:

- **Megan** will send out an agenda for the Executive Committee meeting on March 15th and a revised agenda for the SWCC meeting on the 15th.
 - **Megan** will ask subcommittee chairs to provide a short written report with key questions by Friday, March 11th.
 - March 15th NFF Call Assignments:
 - **Scott** - Describe key objectives of the project
 - **Debbie** - What strategies/mechanisms are you using or do you plan to use to implement the project to achieve the objectives (timber sales, stewardship contracts/agreements, other)?
 - **Mo** (with help from Joe and Keith) - How is your project assessing or measuring local benefit?
 - **Gary** - How are decisions about implementation made? Who is involved? (organizational structure)
 - **Amber/Debbie** - Describe how NEPA is managed in terms of implementation of on-the-ground treatments
- I. Establishing membership terms
- a. The Executive Committee recommends to the SWCC that the following terms be applied to co-chairs and executive committee membership:
 - i. Co-Chair terms:
 - 1. Member 1: Present time – 9/30/12 (Debbie)
 - 2. Member 2: Present time – 9/30/13 (Scott)
 - ii. Executive Cmte:
 - 1. Member 1: Present time – 9/30/2013 (Gary)
 - 2. Member 2: Present time – 9/30/ 2012 (Amber)
 - 3. Member 3: Present time – 9/30/2012 (Mo)
 - iii. All subsequent terms shall last for two years in accordance with the SWCC charter.
- II. Proposing a structure and agenda for the SWCC meeting on March 15th
- a. Proposed Structure: (all segments are open to anyone who wants to participate)
 - i. 10:00 – 11:00am – Executive Committee
 - ii. 11:00am – 12:30pm – NFF Peer-learning Call
 - iii. 1:00 – 4:00pm – SWCC meeting
 - b. Proposed Agenda:

- i. The Executive Committee will ask each subcommittee chair for a short paragraph report of their subcommittee’s activities, along with the key questions they would like to pose to the full SWCC.
 - 1. This report will be available to the full SWCC prior to the March 15th meeting.
 - ii. The Executive Committee will review each subcommittee report and decide what pieces need to be presented to the full committee.
 - iii. **Megan** will send out an agenda for the Executive Committee meeting on the 15th and a revised agenda for the SWCC meeting on the 15th.
 - iv. **Megan** will ask subcommittee chairs to provide a short written report with key questions by Friday, March 11th.
- III. Discussion of “letter of support” requests
 - a. 3 basic options of how to provide a letter of support:
 - i. The full SWCC votes to provide a letter on behalf of all members.
 - ii. The Executive Committee votes to provide a letter on behalf of all members.
 - iii. Individual members and participants each provide a letter of support or each sign on to one letter of support on behalf of themselves and/or their organizations.
 - b. Issues that may come up:
 - i. We will likely get asked to support proposals for work directly with the SWCC *and* to support proposals for work not directly related to the SWCC but occurring in the SW Crown and complementing our work. We may need two different processes or levels of support for each type of request.
 - ii. There may be instances when federal members of the SWCC are unable to sign on to letters of support, in which case it will be impossible to provide a letter of support on behalf of the full SWCC.
 - iii. We need to be aware of the possibility of submitting competing proposals and of supporting others’ proposals that are competing against our own.
 - 1. One recommendation is to have an information exchange concerning grant sources and potential applicants at the SWCC meetings so that we are aware of these issues as early as possible.
 - c. The Executive Committee recommends requiring at least one week’s notice regarding letter of support requests so that we can identify the appropriate process.
- IV. NFF Peer Learning call presentation opportunities

- a. NFF is asking for volunteers to address questions regarding implementation of CFLR projects on their March 15th and April 19th peer-learning calls.
- b. The Executive Committee suggests that we volunteer to present on March 15th. **Scott** volunteered to lead the presentation on the call, and assignments for finding answers to the questions are as follows:
 - i. **Scott** - Describe key objectives of the project
 - ii. **Debbie** - What strategies/mechanisms are you using or do you plan to use to implement the project to achieve the objectives (timber sales, stewardship contracts/agreements, other)?
 - iii. **Mo** (with help from Joe and Keith) - How is your project assessing or measuring local benefit?
 - iv. **Gary** - How are decisions about implementation made? Who is involved? (organizational structure)
 - v. **Amber/Debbie** - Describe how NEPA is managed in terms of implementation of on-the-ground treatments