

Minnesota River - Mankato One Watershed, One Plan	Steering Team Meeting #1	Date: October 2, 2023
		Time: 930am-12:30pm
		Location: Nicollet County Courthouse EOC Conference Room

Facilitator:
Ben Rosburg

Note taker:

Invitees: Kevin Osterman, Blake Honetschlager, Scott Salsbury, Jerad Bach, Holly Bushman, Michael Schultz, Jeremy Maul

Pre-work:

Please bring: *One Watershed, One Plan* Binder

Agenda Items

Topic	Purpose	Lead	Time allotted
✓ Introductions, review/adapt ground rules & agenda ✓ Assign facilitator/chair for day & note taker	INFO/DECIDE		10 min.
✓ Discuss & Decide on Steering Team: • Purpose (see <i>Guidance for Committees and Getting Ready to Plan</i>) • Membership	DECIDE		15 min.
✓ Discuss Memorandum of Agreement • Term: discuss • Administration ○ Committees: roles and responsibilities, appointments ○ Process for plan submittal: options • Fiscal Agent: responsibilities & potential assignment • Grant Administrator: responsibilities & potential assignment • Additional services or provisions? • Assign someone or committee to draft (decide)	DISCUSS		60 min.
Break			15 min.
✓ Grant Work Plan and Planning Approach • Planning approach: hire or on staff technical consultant, plan writer, facilitation? • Methodology or tools for: prioritization, targeting, measuring • Assign someone or committee to draft (decision)	DISCUSS		60 min.
✓ Engaging Boards: • Determine need for additional engagement to board members on purpose for 1W1P and participation in the planning partnership • Discuss strategy for engagement	DISCUSS		15 min.

✓ Schedule Next Meeting/Agenda	DECIDE		5 mins.
--------------------------------	--------	--	---------

Post-Meeting Assignments:

- Discuss with organization’s Board(s) if interested in any of the MOA assignments (fiscal agent, grant administrator), any additional MOA provisions, and ideas for planning approach.
- Individuals or committees assigned to draft MOA and Grant Work Plan will have drafts by_____ (week prior to next scheduled meeting?).
- Implement Board Engagement strategy if applicable.