

## North Tahoe Truckee Leadership Team Meeting

August 27, 2003

4:00 to 5:30, Steamer's Restaurant, Kings Beach, CA

Present: Christine McMorrow (facilitator), Francesca Bero, Heidi Bushway Verkler, Koson Bushway Verkler, Toni Rockwell, Suzie Dailey, Jan Ellis (historian), Stewart McMorrow, Jill Sarick

**I. Outreach Materials**-In order to address audience analysis and communication and awareness of mission, the team decided to plan a workshop with LTEEC to develop outreach materials designed to reach different audiences. Jan, Jill and Christine met to hammer out a tentative plan to take to LTEEC and then presented the plan to the team for approval.

The general idea is that education, watershed management and community members are the target audiences we want to reach and we decided to focus our energies towards creating one document that would work for all of our different agencies, that depending upon our own personal needs, we could augment this one item with our own materials to create a 'packet' that both explains place-based learning as well as our role in this effort.

### *Action Items*

- A. **Working Meeting** 9-19-03 at Jan's house in Crystal Bay from 4 to 7 pm. It's a potluck, Jill is brining pizza as the main dish.
- B. **Homework**-jot down your role in this team; what you hope to gain, what you have to give and things like energy and passion don't count...we want concrete stuff for this. Like if it is just a meeting space or if it's just a teacher's perspective on PBL, then that is what it is. Send this to Jill via email and she will make sure it gets to the meeting (if you cannot attend).
- C. **Outcome**-Heather and John will then help us take this info and glean our knowledge of PBL and our resources and develop a document that will be our "generic PR piece" to be used for outreaching to funders, administrators, community members, watershed managers, other educators, etc...tentative schedule—draft document for review by end of October, final document by end of November.

**II. Meeting Structure/Process**-We decided upon a meeting style or process that we'd like to follow, which includes structure, meeting times, agenda setting, tracking progress, decision-making. The following is a list of the 'structure' we agreed to follow.

- Rotating facilitation (agree on next facilitator at beginning of meeting, that person will be note-taker)
- Facilitator confirms space, sends out agenda 1 within one week of prior meeting, arranges food if necessary, anyone has the right to pass this duty.
- Meetings are same date, time and place (as much as possible)-so every third Thursday
- Majority rule on decision making, for those who are present. If you have an opinion on a topic, you must inform the facilitator before the next meeting
- Set an Agenda and keep to the time
- Set next months agenda items at the current meeting
- Personal sharing built into the agenda—for the idea of building relationships
- Controversial new business goes into next meeting's agenda for discussion

- Email follow through by facilitator, try to RSVP if you can
- Minutes have: date, those present, old business, new business, action items, next meeting, next facilitator, updates
- Jan is the historian and facilitator must get agenda and minutes to her so she can put it in the portfolio

**III. Butcher Paper timeline**-Jill forgot the butcher paper and timeline this month...she will bring next meeting

**IV. Next Meeting**----9-19-03 at Jan's house, working meeting with Heather and John to brainstorm our outreach materials. Jill is facilitator.

**Next meetings**----10-16-03, 11-20-03 and no meeting December

**V. New Business**-Follow up trainings—what is the status? What are our priorities? Please give feedback on items b - e

- a. Christine will check w/ AAW on the number of trainings being offered to our team (we heard 8 instead of 4)
- b. SWEPE wants to use 1 for a Board retreat with Kim Stokely—decided it depends upon number granted to us
- c. Place-based trainings for educational teams at schools sites-was mentioned
- d. School Yard Habitats-was also highly considered
- e. River of Words in the Spring was also mentioned

We need to make a decision on these trainings soon because teachers are wanting to use their buy backs or at least figure out when they will use them