LLR1W1P: Leech Lake River Comprehensive Watershed Management Plan (LLRCWMP)	**Policy Group** Implementation Meeting # 7	**Date: Tuesday May 5, 2020** **Time: 2:00PM – 3:00PM** **Location: Teleconference meeting facilitated by Cass County** ***Connection information will be emailed***

Facilitator:	**John Ringle**	**Note taker:**	**Crystal Mathisrud**
Pre-work:	Please review emailed meeting documents (Example: Agenda, Policy doc., etc.)		
Please bring:	Printed copy of LLRCWMP, your calendar, any suggested edits to the emailed documents.		
Agenda Items	*Review and approve LLRCWMP Cost Share Policy, Update on Phase 2 LSOHC proposal, etc.*		

Topic Call in # **1.888.742.5095** (Toll Free). When prompted enter the conference code – **829 798 3970#** (no spaces)
All attendees will hear the prompt for the Leader Pin, but you don't need to enter anything else

✓		**Lead**	**Time allotted**
• Introductions, review Ground Rules, Group Norms & approve todays agenda and minutes from January 27, 2020 meeting	Information	Chair	2 min.
Policy committee for Implementation of plan • LLRCWMP member Counties: Cass, Hubbard. SWCDs: Cass, Hubbard.	Information	Chair	none
Updates • Phase 2 of LSOHC Joint Watershed Grant • To date implementation update • COVID 19 pandemic impact on 2020	Report/discussion	John R, Crystal M., Kelly C.	20 min.
Review/Discuss/adopt			
LLRCWMP Cost Share Program Policy ○ Discuss, edit, and adopt policy to submit to member boards	Discuss / Adopt	Kelly C., John R, and Crystal M	25 min.
• Final Thoughts: members share thoughts	Share/discuss	Chair	5 min.
✓ Identify Next Meeting Goals/Schedule Next Meeting/	action	Chair	5 min.
Post-Meeting Assignments: • Present policy and updates to respective boards	action	Chair	3 min.

Ground Rules for Planning Work Group (Ground Rules: How we interact when together)

- We will start / end on time
- We will be respectful and promote open communication
- We will operate on consensus – seek general agreements all can "live with."
- Listen to understand

Group Norms (Group Behavior/Expectations for getting the work done)

- Members will complete pre-work, read materials, and be prepared to meet
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback)
- Policy Committee members will report back to their respective boards and keep them up to date
- Due to pandemic we will hold teleconference meetings in place of in person meetings