

<b>LLR1W1P:</b> Leech Lake River Comprehensive Watershed Management Plan (LLRCWMP)	<b>Policy Group</b> Implementation Meeting # 6	Date: Monday January 27, 2020
		Time: 1:00PM – 2:30PM
		Location: Cass County Commissioner's meeting room

**Facilitator:** Lynn Goodrich (*triplake1@mac.com*)      **Note taker:** Crystal Mathisrud

**Pre-work:** Please review emailed meeting documents (Example: Agenda, Workplan, Budget, etc.)

**Please bring:** Printed copy of LLRCWMP, your calendar, any suggested edits to the emailed documents.

**Agenda Items**    *Review and approve workplan*

<b>Topic</b>			
✓		<b>Lead</b>	<b>Time allotted</b>
<ul style="list-style-type: none"> <li>• Introductions, review Ground Rules, Group Norms &amp; approve agenda and approve minutes from Dec 2019 meeting</li> </ul>	Information	Chair	2 min.
Policy committee for Implementation of plan <ul style="list-style-type: none"> <li>• LLRCWMP member Counties: Cass, Hubbard. SWCDs: Cass, Hubbard.</li> <li>• All counties have fully signed documents</li> </ul>	Information	Chair	none
Updates <ul style="list-style-type: none"> <li>• MCIT meeting and other news?</li> <li>• Upcoming Grazing Workshop in Guthrie Jan 29th</li> </ul>	Report/discussion	All	15 min.
Review/Discuss/Adopt Workplan <ul style="list-style-type: none"> <li>○ Discuss workplan &amp; budget</li> <li>○ Edit plan if necessary</li> <li>○ Adopt workplan to submit to BWSR</li> </ul>	Discuss / Adopt	Kelly C / Crystal M	50 min.
<ul style="list-style-type: none"> <li>• Final Thoughts: members share thoughts</li> </ul>	Share/discuss	Chair	15 min.
✓ Identify Next Meeting Goals/Schedule Next Meeting/	action	Chair	5 min.
Post-Meeting Assignments: <ul style="list-style-type: none"> <li>• Take workplan to respective boards for approval</li> </ul>	action	Lynn G	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
- If necessary, we will hold conference calls between in-person meetings to report on progress