



Wisconsin Land and Water
Conservation Association, Inc.



Wisconsin Association
of Land Conservation Employees

WLWCA-WALCE Ad Hoc Committee
Organizational Conference Call Minutes

Date: Wednesday, January 12, 2010	
Start Time: 12:30pm	End Time: 2:00pm
Location:	Conference Call
Phone:	(866) 595-8014
Conf ID:	6084412677 (dial when prompted)
Minutes prepared by: Kirsten Moore (WLWCA)	
Committee Members: David Hammer (<i>Lafayette LCC</i>), Keith Marquardt (<i>Winnebago LCD</i>), Kathryn McKenzie (<i>Douglas LCC</i>), Dan O'Connell (<i>Portage LCD</i>), Perry Lindquist (<i>Waukesha LCD</i>), Joe Piechowski (<i>Waushara LCC</i>), Tom Rudolph (<i>Oneida LCC</i>), Geoff Schramm (<i>Ozaukee LCD</i>), William Schuster (<i>Door LCD</i>), Charles Wagner (<i>Kewaunee LCC</i>).	In Attendance: Mr. Marquardt, Ms. McKenzie, Mr. O'Connell, Mr. Lindquist, Mr. Piechowski, Mr. Rudolph, Mr. Schramm, Mr. Schuster, Mr. Wagner, Mr. Zelazny, Ms. Moore (WLWCA Staff), Mr. Kurt Calkins (<i>Columbia LCD</i>), Mr. Greg Baneck (<i>Outagamie LCD</i>), Mr. Steve Oberle (<i>Taylor LCD</i>) and Mr. Hammer
Advisor: Julian Zelazny (WLWCA)	Mediator: TBA
Notes:	
Next Meeting Time: Monday, January 24, 10am-2pm at Portage County Annex Building	

12:36 Adopt Agenda: Mr. Zelazny (in lieu of a committee chair or mediator)

- Mr. Zelazny is only acting as chair until chairs are appointed.
- Agenda changes if desired by committee – **McKenzie/Rudolph:** Add appointment of secretary to the agenda carried by voice vote, no opposition.
- Mr. Hammer joined the call.
- **Rudolph/Wagner:** Adopt agenda as amended carried by voice vote, no opposition.
- Ms. Moore announced the roll call.

12:40 Ad-Hoc Committee Guiding Principles Review: Mr. Lindquist

- Mr. Lindquist provided a summary of the principles.
- Mr. Piechowski noted that April 2012 should be a target for completion due to board changeovers.
- Discussed legal counsel possibilities.
- Mr. Rudolph commended Mr. Lindquist's drafting of the process and guiding principles.

12:51 Chair Discussion – Possible Action

- **One or two chairs--Rudolph/Hammer:** Ad Hoc Committee to elect co-chairs carried by voice vote, no opposition.
- **Elect chairs OR schedule chairs election during a face-to-face meeting--**Discussed whether the chair would be selected by the entire committee or by the committee members from the associations. Discussed how agendas would be drafted and decided by consensus that both chairs have authority to draft the agenda. Discussed how meetings would be facilitated. The separate associations will select chairs prior to the next meeting and report their chair selection to WLWCA Staff. **Actions: Ms. Moore will add a chairs discussion to the WLWCA BOD Conference Call agenda scheduled next week. Mr. Calkins will coordinate selecting a chair for the WALCE portion of the committee.**

Wisconsin Land and Water
Conservation Association, Inc.
Charles Wagner, President
702 East Johnson Street
Madison, Wisconsin 53703-1533

Wisconsin Association of Land
Conservation Employees
Kurt Calkins, President
c/o Columbia County LCD
PO Box 485, West Conant Street
Portage, Wisconsin 53901-0485

- *Elect secretary—Rudolph/McKenzie: WLWCA staff (Ms. Moore) to serve as secretary carried by voice vote, no opposition.*

1:10 Potential Facilitators Discussion

- Mr. Lindquist provided insight into the initial intentions for having a facilitator: to kick-off the meeting process and be on-call for other meetings as necessary.
- Discussed potential agencies who could provide a facilitator. Discussed using the same facilitator for multiple meetings.

1:17 Results of Meeting Survey, Location Research: Ms. Moore

- Ms. Moore reviewed the results of the survey.
- WALCE representatives will take care of all of their expenses for face-to-face meetings.

1:23 Meeting Budgeting/Preliminary Timeline Discussion – Possible Action

- *How much to spend/how to pay*—WLWCA and WALCE will deal separately with how to deal with their expenses. Meeting room/conference call expenses will be negotiated if necessary.
- Discussed piggy-backing on meetings. Consensus determined that most other meetings were too long to make piggy-backing an effective way to save costs/travel.
- *Goal for end of 2011*—not discussed.

1:20 2011 Meeting Schedule

- *Determine number of meetings—Wagner/Rudolph: First meeting in Stevens Point from 10am-2pm carried by voice vote, no opposition.*
- First meeting scheduled Monday, January 24, 10am-2pm at Portage County Annex Building. *Action: Mr. O’Connell will investigate facilitators in Stevens Point who are familiar with the SWOT process and notify Ms. Moore to include him/her on the agenda.*
- Second meeting scheduled Wednesday, February 16, 10am-2pm at Portage County Annex Building.

1:40 First Meeting Agenda Discussion

- Structure of meetings/logistics:
 - SWOT process (Strengths, Weaknesses, Opportunities, Threats)
 - Consensus on priorities.
- *Action: Ms. Moore will make it clear on the LCD list serve that meeting notices and minutes are to be disbursed to county chairs so that they can provide input to the association.*
- *Other potential agenda items:* Schedule future meetings.
- WLWCA will buy lunch. WALCE members will reimburse WLWCA individually.
- Conference calling will be available. *Action: Mr. Baneck will consult with Ms. Moore to determine payment for conference calling service.*

1:50 Other Business

- None presented.

2:00 Adjourn

- *Rudolph/Piechowski: Adjournment.*