



UNPP Steering Committee Meeting - NOTES

November 8th, 2022 / 4:00 - 4:30 pm

Attendees

Sam Friedman, USFWS Roseburg Botanist
Ian Grinter, Roseburg BLM Botanist
Allison Manwaring, USFWS Roseburg
Morgan Fay, TUI/UNPP Coordinator
Tuula Rebhahn, TUI/RNPP Co-Coordinator
Kathryn Prive, TUI/RNPP Co-Coordinator
Eric Stauder, Phoenix School
Maggie Begoun, Douglas County SWCD
Rod Trotter, Native Plant Society, Umpqua

Not present but participating in Steering Committee:

Crystal Shepherd, USFS
Justy Grinter, BLM
Cal Lee Davenport, USFWS

Agenda

1. Salutations
2. Decision-Making Process
 - a. UNPP Steering Committee's decisions will be made using a consensus model, participatory process
 - b. Decisions to be made by Steering Committee present at meeting?

- a. Yes, but final review by entire Committee before final presentation to the larger UNPP group

3. Roles/Responsibilities

- a. We all represent different organizations, each member is responsible for bringing their goals to the table
- b. Facilitator will schedule and run meetings, provide notes

4. Schedule w/Purpose

- a. Plan for achieving Steering Committee goals:
 - i. Kickoff meeting - today
 - ii. Work virtually and collaborate on MOU and Strategic Plan
 - iii. Attend 3-4 more meetings before end of March
 - iv. MOU and Strategic Plan are presented to larger UNPP group at Spring General Meeting
- b. Question - should we create the Strategic Plan first?
 - i. Ian feels like before entering the MOU, it would be good to know what is in the Strategic Plan, ie what the Partnership is going to do
 - 1. Kathryn - the MOU can outline some of the goals, eg. providing access to diverse native plant materials
 - 2. It is a living document - organizations can sign on at any time
 - 3. It is helpful for applying for project implementation funding. Shows potential funders that we are a functioning partnership with committed members.
 - ii. MOU - Memorandum of Understanding (Defines who the partners are in the organization, what roles that they will play, and what they bring to the table)

5. Review Assignment

- a. Adapt RNPP MOU to fit UNPP needs using Microsoft Teams or Google Docs (Allison and Morgan to set up the working document)
- b. MOU Roles survey - when is it coming out? How can people participate?

- i. Roles survey will come out after the draft has been finalized; Timeline - initial edits/approval by committee, the draft presented to the larger group, send out member roles survey, update roles section with members, request signatures, finalize MOU.
- ii. The roles survey will be sent out to the larger group after the draft MOU has been shared during the UNPP general meeting April 7th.

c. Follow up on next steps

- i. Check link to make sure everyone can edit and confirm with Morgan before we start suggesting changes
- ii. Turn on suggestions in the top right corner of the google doc
- iii. Make your original changes, do not duplicate someone else's if you agree, do not cross out someone's suggestions if you disagree, if your idea is slightly different add it on the line. Bring your unique perspective and organizational mission that reflects your goals for the partnership. You use the comment function if not making a direct suggestion wanting to be considered in the MOU
- iv. Respond to the Doodle poll by 11/22/22
- v. Morgan will send a follow up email at the end of the month confirming meeting dates and an email early December with a rough draft and agenda for meeting #2.
- vi. Meeting 2: Early December 2022 - 1 hr to review and approve MOU recommended additions/deletions
- vii. Meeting 3: Late January - 1 hr to review and approve Strategic Plan recommended additions/deletions

viii. Meeting 4: Late February - wrap-up meeting - 1 hr or less to discuss any remaining issues on which agreement was not reached or last minute changes that group wants to approve before sending to the UNPP larger group.