

**Siuslaw Forest-Wide Collaborative  
Governance Subcommittee  
11/19/2020 9:00-10:15am Zoom**

**Attendees:**

NAME	ORGANIZATION	NAME	ORGANIZATION
Kailey Kornhauser	SFWC Coordinator	Paul Engelmeyer	Portland Audubon
Marc Barnes	IRM Forestry	Andy Geissler	AFRC
Sally Bernstein	Sustainable NW	Chandre LeGue	Oregon Wild

**Minutes:** by Kailey Kornhauser

**I. Overview of governance document process**

- a. Sally Bernstein (Sustainable NW) and Kailey Kornhauser (Coordinator) have reviewed examples of other forest collaborative governance documents (operations manuals, organizational structures, and declarations of commitment) and have provided examples of different example language and structures for the subcommittee to work with. The subcommittee will review and guide Sally and Kailey in creating governance documents for the review of the full collaborative for final approval. The subcommittee is taking a section-by-section approach to review each component of the operations manual. Following each subcommittee meeting, minutes and draft documents will be shared with the full collaborative.
- b. Sally and Kailey divided the manual into sections to be completed in the following sequence: 1) ground rules, meeting coordination, record keeping; 2) communications, membership and structure, 3) decision-making, 4) history and mission, goals and values.

**II. Ground rules discussion**

- a. Sally and Kailey provided the subcommittee with the Stewardship Group ground rules as well as a list of other ground rules from a variety of other forest collaboratives in the region.
- b. Ground rules will help us to stay on track and treat others with respect especially in the face of conflict.
- c. The group agreed that the ground rules should be included on all meeting agendas.
- d. There were some questions about what types of rules are part of ground rules, and it was suggested that these rules be meeting rules, whereas rules about process will go elsewhere in the document.
- e. The group agreed broadly to the proposed ground rules and asked that Kailey and Sally combine the ground rules when possible and provide draft language for their review at the next meeting.

**III. Meeting planning and coordination discussion**

- a. Started to talk about communication (website etc.) but decided to hold off on this conversation until the next meeting.
- b. The group agreed on the importance of field trips and some in-person meetings but also included that there should always be remote options.
- c. The group agreed to meet monthly in person on an agreed upon day of the week/time (TBD with full group).

**IV. Record keeping discussion**

- a. The group agreed that the coordinator should take meeting minutes and there should be some type of general rules about note taking that keep them general and easy to review.
- b. The group discussed a process for review of meeting minutes.
- c. There was agreement that recording meeting discussion would potentially limit the comfort of members to participate. Presentations may be recorded in the future at the approval of the speaker.

**V. Next Meeting**

- a. The subcommittee agreed to meet again on 12/16 from 9:00-10:30 to review draft language and begin discussions on organizational structure and communication.