

NW Northampton County Community Watershed Organization
Inaugural Steering Committee Meeting
Wednesday, February 4, 2009, 7:00PM
Northampton County Conservation District Office
2nd Floor Conference Room, Greystone Building, Gracedale Complex, Nazareth, PA
Office Phone: 610/746-1971 Cell Phone: 570/994-3889

***Purpose of Meeting:** To begin the organizational process of establishing a community watershed association in northwestern Northampton County.*

***A Watershed Association** is a group of people who are concerned with local water and other natural resource issues within the geographical boundaries of a specific watershed.*

***A Watershed** is the land area that drains into a particular watercourse or body of water.*

***General Purpose of a Watershed Association** is to provide a proactive approach to environmental, educational and economic challenges.*

***The Steering Committee** is the core advisory group of people who represent the community's natural resource values and interests in northwestern Northampton County, and who will organize and facilitate the establishment of a watershed association in that region*

Agenda:

1. Call to Order

- a. Welcome
- b. Introductions

2. Watershed & CWO Identification

- a. Discuss and decide on the geographic area and geopolitical units of NW Northampton County to be served by the Community Watershed Organization (CWO), i.e., the watershed(s), associated municipalities and school district(s)
- b. Identify a title/name for the CWO based on the decided geographic service area

3. Community Issues & Challenges

- a. Identify & discuss environmental, social, economic, political & other issues & challenges in the CWO service area that warrant the need for the CWO, will encourage community involvement & justify requests for financial assistance
- b. Identify stakeholder groups from throughout the CWO service area that will benefit from, join in and support the CWO

4. Needs, Wants & Expectations

- a. Identify & discuss community wants and needs in the CWO service area that will further support the need for the CWO & requests for community involvement & financial assistance
- b. Identify & discuss the steering committee members' expectations of what the CWO should be and what community & environmental services it should provide in the focus area

(Continued on back)

5. Vision & Mission

- a. Discuss & identify the steering committee members' vision & values for both the CWO service area & the CWO itself
- b. Discuss developing a mission statement for the CWO—this is critical & will require time, dialogue, compromise & consensus
 - i. Mission: a well-worded statement (one or two sentences) that clearly defines the CWO's role; should be general enough to encourage widespread support, but specific enough to identify overarching goals & should address the following:
 1. What the CWO intends to do
 2. Who or what will benefit from the CWO & how
 3. What types of projects or services the CWO will perform
 4. What partnerships the CWO intends to develop
- c. Discuss developing a vision statement for the CWO—this is less critical than developing a mission statement at this time, but should be seriously considered in the mid-term
 - i. Vision: a well-worded aspirational description (one or two sentences) of what the CWO would like to achieve or accomplish in the long-term

6. Organizational Type

- a. Discuss & decide what form the CWO should take, i.e., informal or incorporated
 - i. Informal: a group of people sharing values & working towards goals without formal membership, voting rules or by-laws
 - ii. Incorporated: an organization that is recognized by state & federal governments as an entity that undertakes actions as a unified body though structured decision-making procedures (must be incorporated in order to solicit grant funding & offer tax credits for donations)

7. Strategic Planning *(The process by which an organization envisions its future & develops strategies, goals, objectives & action plans to achieve that future)*

- a. Discuss developing short-term strategies, goals & objectives for:
 - i. Establishing the CWO
 1. Estimate how long it should take from the inaugural steering committee meeting to the establishment of a board of directors & the CWO's first public meeting
 2. Plan the organizing process step by step, i.e., define objectives for each steering committee meeting.
 - ii. Board member recruitment
 1. Identify quality director candidates from the CWO service area
 2. Develop job descriptions for each board director
 - iii. Immediate funding
 1. May need startup funding for incorporation fees, administrative costs, marketing, etc.

8. Next Meeting

- a. Decide when & where the next steering committee meeting should be held & schedule the time & date; the Conservation District Office is generally available
- b. Discuss & decide how often the steering committee should meet during the CWO organizing process, i.e., once a month, twice a month, more or less often

9. Whatayathink?

- a. Share any thoughts, feelings, hopes, fears, concerns, etc.

10. Adjournment