

Polk County Conservation Advisory Committee
MINUTES
November 13, 2007

- **Overview of Polk County Conservation**
 - Rankin presented a brief history and mission of Polk County Conservation
 - Boddy followed up with a summary of PCC's current Strategic Plan and future initiatives

- **Ground Rules**

The following ground rules were adopted by the group and will be adhered to during meetings.

 - Be an active listener- seek first to understand, then to be understood
 - Encourage others to express their opinion
 - Keep an open mind and respect other's points of view
 - Attend 4 of 5 meetings annually (begin and end on time)
 - Value the diversity of committee members
 - Share responsibilities and duties
 - Honor time limits and stay on task

- **Role of Polk County Conservation with the Advisory Group**

Rankin listed the following responsibilities of PCC relative to the Advisory Group

 - Meeting Facilitation
 - Preparation of Agendas & Minutes; Committee Communication
 - Committee Recruitment and Term Monitoring
 - Information Resource

- **Role of the Advisory Committee**

Rankin elaborated on the following responsibilities of the Advisory Group and asked if any clarification was needed

 - Advisory body
 - Provide professional advice on various planning/programming issues; Advisory recommendations will be shared with staff and Board
 - Act in an advocacy role for PCC
 - Conduct various duties on behalf of the Advisory Committee and/or sub-committee(s) such as research, public opinion surveying, communication, etc.
 - Actively participate on the Committee and follow ground rules/procedures
 - Engage in parallel discussions and goal-oriented tasks with various affiliated Task Force groups (ie Chichaqua Bottoms Greenbelt, Easter Lake Park, etc.)

- **Unit Project/Issue Reports**

PCC Unit Supervisors reported on potential projects/issues that the Advisory Committee might consider tackling during their first year of meetings. The

reasoning for this approach is to prepare realistic agendas for the group and make better progress on a few keys areas of interest and need.

- Administration (Cabins and Trails (to include water))
- Community Outreach (Family of Parks Promotion)
- Construction, Maintenance and Operations (EL Improvements)
- Environmental Education (Nature/Arts Programming and Park Recycling)
- Parks Advocacy (Trail Enforcement Partnerships and expansion of patrol jurisdictions outside our properties)
- Natural Resources (Chichaqua Bottoms Greenbelt In-fill/Welcome Package and overall park restoration efforts)
- Committee Members (Initiatives to get families into the parks)

- **Group Procedures**

The following group procedures were agreed upon by the group.

- Meeting frequency, time, location:

- 5 meetings per year with some clustering during the winter months

- Meetings will begin at 6 p.m.

- Meetings will be held at the NW Community Center or alternative “park” site

- Term Requirements

- Members can serve up to (3) two-year terms

- Attendance Expectations

- Members are expected to attend 4 out of the 5 annual meetings

- Committee Structure

- The committee will take a focus group approach in terms of structure without the incorporation of by-laws, officers, etc.

- Recommendations to PCC staff and board members will be based on consensus decision making, with the opportunity for minority comments

- **Priority Project/Issue Homework**

- Committee members will be emailed a complete listing of project descriptions that were presented by PCC staff. Prior to the next meeting, members should review the projects/issues and begin to formulate a priority order for these projects. More discussion on these projects can take place at the next meeting prior to the committee determining which projects they will choose to focus on during 2008.

- Factors such as relationship to mission and strategic plan, limitations, low hanging fruit, chronological order, impact, etc. should be taken into consideration when determining focus projects.

- **Other Items and Comments**

- Niday commented on the success of the Story Hour program that the EE Dept. conducts during the summer months and said that it was an effective way to drive participants to various PCC parks for exposure purposes. Niday also offered his connections and services with fishing programs and initiatives.

- Hohnstrater asked what communication tools are currently in place. Rankin answered with the following tools: Nature News, press releases, public

representation at many special events, school flyers, some advertising dollars, website, etc.

-McCarthy made a recommendation to stagger terms so members would not all be going on and off the committee at the same time.

- **Next Meeting Date, Time, Location**

Thursday, December 6, 2007

6 – 8 p.m.

NW Community Center, Conference Room (5110 Franklin Ave., Des Moines)