

**California Landscape Conservation Cooperative (CA LCC)
Interim Steering Committee (ISC) Meeting Notes**

March 17, 2011, 3:00 pm

Participants in attendance:

Roger Bales, University of CA, Merced
Lora Barrett, Center for Collaborative Policy (CCP)
Ellie Cohen, PRBO Conservation Science
Diana Craig, US Fish and Wildlife Service
Rebecca Fris, CA LCC
Armand Gonzales, CDFG
Dave Graber, National Park Service
Beth Huning, San Francisco Bay Joint Venture
Brady Mattsson, CA LCC
Debra Schlafmann, CA LCC
Michelle Selman, California State Department of Water Resources
Karl Stein, Bureau of Land Management
Tom Suchanek, US Geological Service (USGS)
Mike Tansey, Bureau of Reclamation

Action Items:

- ISC members will let Debra know if there is a conflict with holding the Open House on June 3rd, 2011.
- ISC members who will be able to help on the Open House Planning Subcommittee will contact Debra.
- Debra will circulate a list of Open House attendees, and requests ISC members to add any names/contact info for VIPs they believe should be invited.
- Deb and Rebecca will send out a query to 2010 project contacts to get a poster board representation of their project for the Open House.
- Lora will send Dave Graber a list of projects that were submitted in the pre-proposal process.
- Deb will provide the ISC a document that outlines the pros and cons to different organizational structures, created by a contractor for the Southern Rockies LCC.
- Deb will have a draft organizational structure document for the subcommittee to review and comment on by Monday, March 21st.
- Deb/Rebecca to provide to the ISC a summary of what currently funded projects are doing.

Agenda Review

Debra opened the meeting, welcomed attendees, and asked each to identify themselves. Deb asked if any members had any personal announcements to share to the group. There were none.

Review of Timeline

Deb referred to the Gantt chart provided to the ISC members by email (attachment A). This chart provides milestones of activities that the CA LCC is working on and associated timelines.

Open House

The CA LCC Open House is tentatively scheduled for June 3rd, 2011. Deb asked members for their endorsement and for volunteers to assist with the planning process. The date of June 3rd was selected because the students will be on their summer break and at that time the CA LCC will have many things to report, including the 2011 newly funded projects. By June 3rd the new Steering Committee will be selected, and the first Steering Committee meeting may be held to coincide with this event.

The new CA LCC location is at Modoc Hall, which is a new building on campus. There is currently some nice artwork on the walls, provided by USGS. There will be munchies available at the open house reception. Currently the CA LCC staff is planning for 2-3 speakers to make presentations, including at least one from a 2010 project. Another idea for highlighting currently funded projects is to have poster boards of these projects hanging on the walls or throughout the building. Deb said she is working on an invitee list and would like ISC members to help fill this out. Deb will circulate a list of invitees and request ISC members to add any key players, such as department heads, to this list. Deb and Rebecca will also be providing brown bag presentations at departments on campus to help generate interest and identify new partnerships on campus. Deb also asked for anyone willing to volunteers in planning the open house to email her.

2011 Project Selection

Rebecca announced that notifications have gone out requesting full proposals from the 41 finalists. The proposal guidance document and form for submittal will be available by March 18th. The proposals will be due mid-April. Rebecca said she is currently working on getting reviewers for the final selection process. She expects to have recommendations to the ISC for 2011 projects by the second or third week of May.

Rebecca said those requested to submit full proposals have received personal emails regarding the comments made by reviewers on their pre-proposals. She has received emails requesting comments also from some people whose proposals did not make the final cut. Rebecca has been responding to those inquiries as well.

Unfunded proposals

Deb said that CA LCC staff has sent emails to some project contacts who did not get selected for proposal requests letting them know that CA LCC is still interested in continuing a dialogue with them on their project. Five to ten people have responded that

they would like to engage CA LCC's help in finding funding. Deb mentioned that she believes this will be an ongoing process and that she expects CA LCC to continuously be looking at new sources of funding.

Dave Graber said it would be useful to have a list of all the projects that sent in pre-proposals. He would like to see what types of projects are being worked on. Lora responded that she would send a list to him. Deb asked if any other ISC members are interested in that list. No other people responded.

Steering Committee / Organizational Structure

Deb announced that the CA LCC staff, along with the help of Dave Ceppos of CCP, is picking up the work that had been started for creating an organizational structure of the Steering Committee. In Deb's view, the organizational structure should reflect the priorities of the LCC, yet those still need to be more fully defined. Deb described the difficulty in doing business and creating partnerships without an organizational structure in place. She said that the current subcommittee working on this includes Michelle, Ellie, Dave Ceppos, and Beth. She asked the ISC for any other volunteers. Dave Graber said he could contribute.

Diana asked what the timeframe would be for the subcommittee. Deb said she'd like to have something in front of the subcommittee by Monday of next week. The subcommittee will be asked to review / edit this document so that a draft copy can be provided to the ISC a few days before the next ISC meeting, which is March 31st. The ISC will have some time beyond the ISC meeting to review and provide comments on this document.

One ISC member asked if other LCCs have developed an organizational structure. Deb said the consultant for the Southern Rockies LCC had put together a document describing the pros and cons for different organizational structures. She will provide an electronic copy of this to the ISC.

Wrap-up / Check-in

Deb mentioned that the LCC Coordinator's meeting will be held the first week of April in Georgia.

Deb shared that CA LCC's administrative staff recently retired, so they need to try to fill that position again. They have recently welcomed a new Communications Specialist, Heidi Hill Drum of CCP. She is currently helping with the open house efforts.

Deb asked the group how these update calls are going and if members find them the best way to exchange information. There was general consensus from the group that these calls and email are the best and most efficient way to keep involved in CA LCC activities.

One member suggested that she might enjoy having a highlight of one or more funded programs at the beginning of each meeting. Others on the call concurred and Deb and

Rebecca agreed to incorporate highlights into the meetings. They also will provide a summary via email of what the projects are doing.

Another member suggested hearing more about opportunities or needs that CA LCC can provide for its current partners.

Deb thanked the members for their participation and reminded them that the next meeting will be on March 31st at 3:00pm.

Attachment A