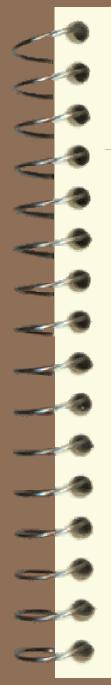
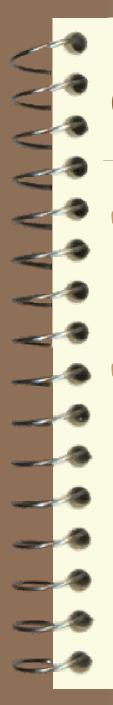
Moving forward at every meeting



Voting

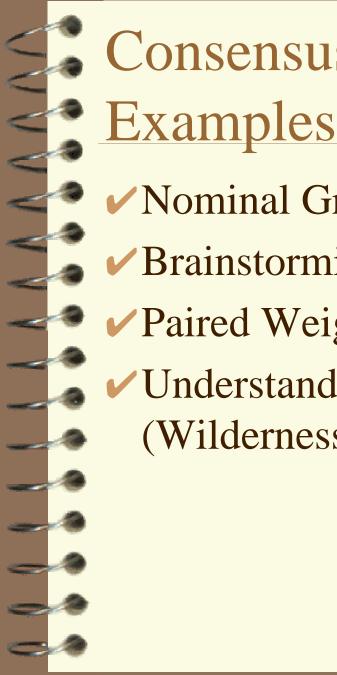
- Forces people to take positions or take sides on an issue.
- Makes members feel unimportant.
- Members may lose interest or quit participating.
- ✓ Can cause a disruption in the group.



Consensus

 Doesn't mean compromising. Does take time.Allow for this.

 Can accept different ideas without feeling that you are losing out. Group can revisit issue later.



Consensus Building

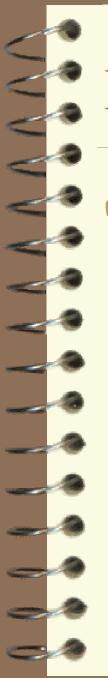
Nominal Group technique ✓ Brainstorming

Paired Weighting

Understanding Group Consensus (Wilderness Survival Exercise)

Others Thought on Consensus

- ✓ Focus on defeating the problem, not each other.
- ✓ Seek facts to resolve problems.
- Accept conflict as being helpful.
- Avoid self-oriented behavior when it excludes the needs of others.



Brainstorming

Can be used to to generate a list of ideas to identify

- needs
- goals
- problems
- solutions
- resources

Ground Rules of Brainstorming

✓ Need for large response.

Important for everyone to be involved.

✓ Solicit ideas that are unique or original.

Try to build on the ideas presented.

Do not allow negative comments on ideas suggested.

✓ Keep a record of the ideas.

Nominal Group Technique

 Group lists all of the concerns or issues on the current topic.

 This list is sorted and like items condensed.
This has to be agreed to by the person who submitted issue.

- Each member ranks their top five concerns (5 being highest and 1 being lowest concern)
- These are placed next to each issue.
- Results are tallied, points/members who voted.

Crawdad Lake			
Concern/Issue	Points	Number of	Votes
Lawn fertilizer runoff	24	8	
Aquatic plant management	7	3	
Geese	12	5	
Water quality/dirty water	28	9	
Construction runoff	41	10	
drinking water	20	6	
wildlife	20	4	
good fishing	3	3	



Agenda

Welcome

Review ground rules, how the group will make decisions, purpose or goals for meeting.

Review and change agenda.

✓ Discuss agenda items.

Complete Action Register

Agenda

Discuss next meeting's agenda.Summarize meeting.

✓ Set next meeting (date, time and location)

Agenda Crawdad Lake Watershed

Welcome

Review Ground Rules

Reading of Minutes

Approval of Minutes

Additions or Corrections to Agenda

New Business

- a. Consensus of what the group wants to work on: Data Collection or funding for Best Management Practices
- b. Stakeholder participation
- c. Coordinators report

Old Business

- a. Grant proposal submittal
- b. Watershed plan development
- c. Sub committee reports

Action Register

Next meeting's agenda, location and time

Summary of meeting

Minutes

✓ Who will keep the minutes.

The minutes and Action Register should be maintained by the same person.

 Different person could write the Action Register down during meeting.

Assigning tasks

Once a problem is defined and consensus is reached someone has to complete the work to get the group's desired result.

To keep track of who is doing what an Action Register can be developed.

What is important is what works for your group. Most important someone follow up on seeing work is completed.

Action Register Crawdad Lake

Meeting:

Date:

Problem/Issue	Action Step	Target Date	Person Responsible
Lake home owners not involved with watershed project	Contact lake home owners and explain watershed project and ask for their involvement	October steering committee meeting	W atershed Coordinator
Unknown source or cause of orange material along lakeshore	Contact Health Department to visit site, collect samples, and identify source if possible	December steering committee meeting	W atershed Coordinator, USDA -NRCS, SWCD committee member

Capturing Discussion Summarizing

- Important to review what happened at the meeting prior to ending the meeting.
- ✓ Who will do what and by when.
- ✓ Group members understand what they are responsible for.
- Members understand they can ask for help from others.

Related Issues

Action register, Summarizing, and Agenda should not be the focus of the meeting. Take only a few minutes to do these things but make sure there is time left at the end of the meeting.

Group needs to understand short and long term goals.



Related Issues

 Attendance is important. Missing meetings can disrupt future meetings.

✓ Effective Listening.

Conflict Resolution.

Between Meetings

Sending agenda and minutes prior to next meeting and how.

Following up on tasks on Action register

Confirming meeting location.

Special arrangements/ video equipment

Questions