

**Location:** Farm & Home Center

**Voting Members Present:** Joellyn Warren, Kent Gardner, Kara Kalupson, John Bingham, Scott Hain, Jay Snyder

**Non-Voting Steering Committee Members Present:** Kristen Kyler, Suzanne Kopp, Fritz Schroeder, Chris Thompson

**Guests/Members:** Jon Beck, Allyson Gibson, Andrew Stern, Dwayne Steager, Mark Huber, Cynthia Evans-Herr, Tim Weaver, Heather Valudes, Jon Beck

**Approval of Minutes-** A motion was made to approve the February 7, 2018 minutes by Scott Hain, Kara Kalupson seconded. Motion passed unanimously.

**Minutes recorded by:** Suzanne Kopp

### ***AGENDA ITEMS***

#### **Budget Report – by Jay Snyder**

- Jay Snyder reported that we are in good shape with the budget at this time.

#### **Partners Update**

Allyson Gibson talked about the LCWP – Lancaster Clean Water Partners and how LCCWC will be playing a big role.

- LCWP is working to support and build on projects that are already happening out there in Lancaster County.
- There is no memberships to be part of LCWP – anyone can be included who shows interest in cleaning up our waters.
- There is a 14 member steering committee to drive what is being done.
- Action Teams are being put in place with lead people appointed for each team.
- An example of the Action Team Plan Sheet is attached to these minutes.
- LCCWC's involvement in LCWP is not a replacement for LCCWC – LCCWC is going to a sub-committee or a driving force for LCWP. This will help us not duplicate spending resources.
- The next LCWP meeting will be held June 1, 2018.

#### **Finalize Goals, Priorities in 2018 Work Plan**

##### **Education and Outreach**

- Continue outreach and education with workshops and trainings in 2018
- Attend Chiques Creek Water Expo – June 6, 2018 at 6pm – Volunteers are needed to attend this event and it was suggested that an activity is needed to attract people to the LCCWC table. (Chris Thompson suggested that we have a large map with the watersheds listed on it and then people have to pin where they live on the map to raise awareness to what watershed they are in.
- Engineering Roundtables

- Continue with the NFWF
- Continue to sponsor and attend the Watershed Expos
- Update Facebook and make our Website as user friendly as possible
  - Content is needed to populate the website and facebook – take as many pictures of events and projects as possible so it can be put on the computer.
  - It was suggested that there should be a committee to look at the content before giving it to the person to put on the website.
- Signage for every project is needed to get our name out there so people know what we do.
- Ephrata is willing to pay for the signage for the project they did in 2017

### **Fundraising**

- Membership dues have not been raised since 2010
- Golf Tournament
- Chesapeake Bay Funs are focused on Lancaster County
- Workshop and Conference registrations

### **Water Quality/Compliance**

- \$10,000 mini-grant being LCCWC Sponsored
- Water Week small grant being LCCWC Sponsored
- Action Team of LCWP
- NFWF PA in Balance: Focus is in Lancaster
- Technical Documents for municipal officials

### **Education and Outreach**

#### Municipal Training Workshops

- Kara stated the team had a meeting on March 2<sup>nd</sup> to discuss these Workshops
- They want the Education and Outreach topics at these meetings to pertain to many people
- They would like to list all trainings on the website calendar and on facebook so people know where it is and who is sponsoring the training
- Stream Restoration project training at Creekside Farm Market will possibly be held in either July or August – details will follow
- Training for Public Work Staff on test strips training
- Lunch and Learns to teach about water quality products - -possibly being held in September – details will follow

Engineers Roundtable – Scott Hain hopes for Municipal and Private Engineers will attend

- They will discuss Ordinances
- Possibly June will be the time frame to hold the Roundtable

Scott/Joellyn will be point people to receive pictures, training schedules, and upcoming projects – please email them to have these items put on the website.

Newsletter is scheduled to go out in May 2018

### **Fundraising**

- Heather was asked to send out the Municipal Membership letters for 2018
- Golf Tournament – Kristen Kyler made a packet to get people to sponsor or register for upcoming Golf Tournament. They have decided to raise sponsorships amounts and perks for being a sponsor to entice more people to be sponsors. It was brought up to add a few categories of sponsorship such as a “Municipal Sponsorship” and a “Platinum Sponsorship”. They will rework the packets and have them ready for the next meeting.

### **Water Quality/Compliance**

- Stormwater Mini Grants are out and available at this time. They are due at the beginning of May 2018

**Adjourn** – The meeting adjourned at 4:45 pm

## Action Teams

The LCWP Coordinator will attend all Action Team meetings. The Action Team (co)lead will report back to the LCWP Steering Committee along with the LCWP Coordinator.



### Action Team Steps

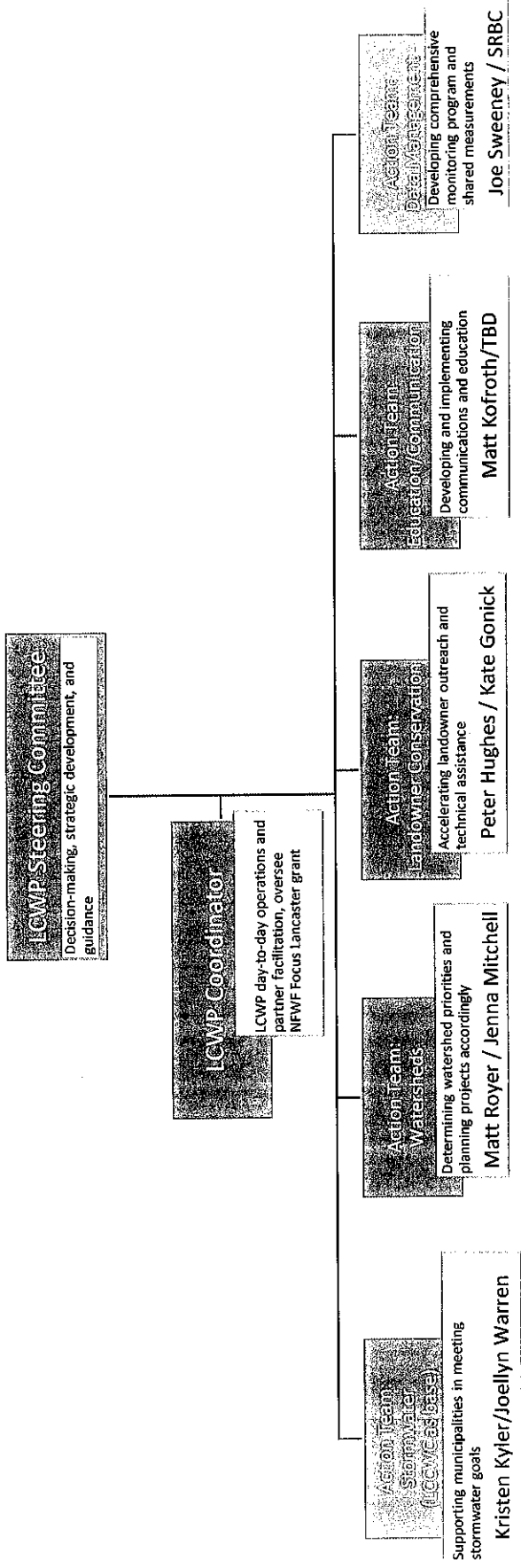
1. Schedule a face-to-face meeting where all members can attend.
  - a. In advance of that first meeting meeting, all members should review the Rules of Conduct for the Lancaster Clean Water Partners as well as the charter template so they are prepared to contribute.
2. During the first meeting, designate a recorder who will take notes during each meeting.
3. Create the Action Team charter:

The purpose of a team charter is to:

- Identify the Co-Leads and Recorder
- Define the team's purpose and establish a common set of team goals
- List agreed-on strategies and timeline to achieve these goals
- Identify the team's collective strengths as well as potential challenges, taking into account the specific learning styles, talents, and constraints of individual team members
- Specify strategies for overcoming any challenges that may arise
- Formalize and document team members' agreements and commitments to one another and to the collective enterprise

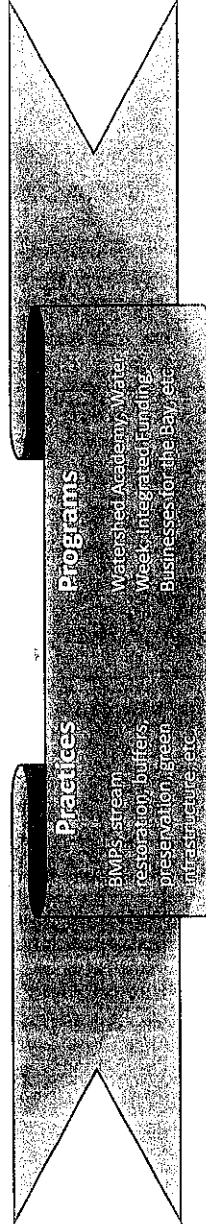
- a. Fill in each section of the Action Team charter template. The Statement of Purpose, Objectives, and Deliverables will be given, but teams are encouraged to customize the document so it is most useful. Elements of the NFWF Focus Lancaster grant will apply to certain objectives and deliverables as well. (LCWP Coordinator or Steering Committee members will work with you and can provide details.)
- b. Turn in the charter to the LCWP Coordinator by May 4, 2018. The LCWP Steering Committee will review on May 21, 2018.





Practices and Programs will take place within all teams

The Coordinator and Action Team Co-Leads will participate in a monthly check-in conference call to promote full collaboration and advance collective efforts.



## Action Team Plan

<b>Team Name:</b>	Stormwater
<b>Team Leader:</b>	Joelynn Warren and Kristen Kyler
<b>Team Recorder:</b>	
<b>Team Members:</b>	
<b>Statement of Purpose:</b>	promote efficient stormwater reductions across the county
<b>Objectives:</b>	identify and collect what municipalities are being asked to do/drive to do - approaches, BMP's, as well as common concerns that can be addressed in a collective effort
<b>Deliverables:</b>	list of what's happening and opportunities to support each other
<b>Suggested Timeline</b>	
<small>Action Item</small>	<small>Estimated Time</small> <small>Deadline</small>
<b>Communication Channels:</b>	
<b>Meeting Schedule and Location:</b>	
<b>Fun Elements:</b>	

# Lancaster Clean Water Partners Meeting

June 1, 2018

2-4pm

at

The Lancaster Chamber of  
Commerce & Industry  
115 East King Street

Lancaster, PA 17602

## Bonus!

Following the meeting, walk directly to  
Water Week kickoff events!

Details about Water Week

[www.lancasterwaterweek.org](http://www.lancasterwaterweek.org)



Photo Credit: Chesapeake Bay Foundation

Honoring a commitment to keep you informed and to seek your input,  
the next partners meeting is on the calendar!

Join us to hear updates, learn from peers, and  
contribute to the collective movement happening all over Lancaster.  
A diverse group will enable deeper discussions and open doors of possibility.  
The conversation is open to all.

Please RSVP by registering online at [Eventbrite.com](http://Eventbrite.com)

[www.eventbrite.com/event/lancaster-clean-water-partners-meeting-tickets-2269487748](http://www.eventbrite.com/event/lancaster-clean-water-partners-meeting-tickets-2269487748)