

# DNR Statewide Aquatic Invasive Species Advisory Committee

## Group Charter: Version 2

Approved March 24<sup>th</sup>, 2016

<b>Purpose and Scope of Activity</b>	<p>To advise the Minnesota Department of Natural Resources on its Aquatic Invasive Species Program. Desired outcomes:</p> <ul style="list-style-type: none"><li>• Excellent recommendations for improving DNR’s AIS program, including but not limited to review of current field operations, programs, research, policies and outreach materials;</li><li>• Effective suggestions and advice to other organizations on their AIS-related activities, and</li><li>• Shared understanding among committee members of AIS issues and their impacts on citizens, lakeshore property owners, and recreationists, as well as public, private, business, and nonprofit organizations.</li></ul> <p>Resulting from:</p> <ul style="list-style-type: none"><li>• Trust among participants in the advisory committee process</li><li>• Collaborative relationship between the committee and the DNR</li><li>• Full and effective exploration of AIS issues</li><li>• Effective administration of the advisory committee</li></ul>
<b>Audience and Affected Staff</b>	<p>DNR commissioners and senior managers, through routine reports from DNR staff to senior management;</p> <p>All DNR employees who participate in the DNR aquatic invasive species program, their supervisors, and the management chain of responsibility above them, through the monthly AIS staff meeting; and</p> <p>DNR’s public, private, and nonprofit partners in AIS management, through communication with members of the Advisory Committee.</p>
<b>Authorization</b>	<p>This advisory committee was created in 2012 by DNR Commissioner Tom Landwehr and Ecological and Water Resources Director Steve Hirsch. There are two types of members: 15 – 16 members selected to serve on the advisory committee, and five ex-officio members representing key partners who provide the committee with broad level, ongoing information and support crucial to the implementation of the state’s AIS program. The advisory committee is ongoing.</p>
<b>Membership</b>	<p>15-16 citizen members, drawn from a pool of applicants, are recommended by DNR Ecological and Water Resources Staff, and selected by the DNR Commissioner, plus five ex-officio members representing tourism, research, federal agencies and tribes.</p>

<p><b>Initial Structure</b></p>	<p>The full membership is known as the “Statewide Aquatic Invasive Species Advisory Committee and Ex-Officio Advisors”</p> <ul style="list-style-type: none"> <li>• The Statewide AIS Advisory Committee will conduct six to ten formal Committee meetings per year. The Committee may hold additional informal meetings to gather information about AIS activities.</li> <li>• Draft meeting notes will be available within 7 days of the meeting, emailed to members, and the final approved version will be posted on the Basecamp website.</li> <li>• Chair and Vice Chair will be selected by the Committee each year.</li> <li>• Vice Chair is expected, but not required, to take the Chair position in the following year.</li> <li>• Meetings will be at least four hours and possibly six hours in length.</li> <li>• Generally, meetings will be held in central Minnesota, in the St. Cloud area. At the discretion of the Committee, meetings may be held in other parts of the state.</li> <li>• Meeting support and facilitation will be provided by DNR AIS Prevention Planners. Content experts will be provided by relevant DNR divisions.</li> <li>• Regional staff will be consulted as needed.</li> </ul>
<p><b>Major Milestones</b></p>	<p><u>The advisory committee will work to accomplish the following outcomes each year:</u></p> <ul style="list-style-type: none"> <li>• The Advisory Committee will review and make recommendations for improvements to the DNR’s AIS prevention and management program, especially review of the previous year;</li> <li>• The Advisory Committee will propose, review, discuss and comment on AIS legislation;</li> <li>• The Advisory Committee will review and make recommendations on research regarding AIS management, AIS prevention, management and outreach, and</li> <li>• The Advisory Committee will assist in preparations for AIS focused events such as AIS stakeholder events or the DNR Roundtable events.</li> </ul>

<b>Roles and Responsibilities</b>	<p><b>1) Members:</b>  <b>Advisory Committee members will</b> discuss AIS program activities, reports, budgets, related legislation, and relevant developments in AIS prevention/management/research regionally and nationally, and the committee will make recommendations to the DNR on AIS program improvements, strategic direction, and ways to address other AIS issues.</p> <p>Ex-officio members will provide perspective and expertise to enhance committee discussions and decisions. They will not be voting members when the committee develops its recommendations.</p> <p>Meetings will provide time for discussion of ideas and actions. Idea time builds knowledge or learning about AIS topics. Action time leads to group recommendations about AIS program improvements, strategic direction, and other actions to address AIS issues.</p> <p>The group will develop a process for making decisions about committee activities. The default process is Robert’s Rules of Order for decision-making (i.e., orderly process to identify items for decision, and an orderly voting process), with a simple majority necessary to approve a motion for committee action. The default process for committee exploration of non-voting issues is standard chair-directed discussion, supplemented with neutral-party facilitation, in support of good discourse.</p> <p><b>2) Meetings, scheduling, agendas, facilitation:</b> DNR AIS Prevention Planners.</p> <p><b>3) Meeting notes:</b> Notes will be taken and distributed by DNR AIS Prevention Planners and EWR staff, and reviewed by the advisory committee. Meeting notes reflect ideas and perspectives shared at the meeting in discussion and are not an endorsement of ideas and perspectives recorded. Actions taken by the committee follow motion, second and majority vote, and are so recorded.</p> <p><b>4) Records:</b> Meeting materials and supporting documents will be distributed to committee members. All materials will be available online via Basecamp.</p> <p><b>5) Attendance:</b> Members are expected to attend regular meetings, or to advise of their absence.</p>
<b>Ground Rules</b>	<p>Heidi Wolf, Ecological and Water Resources (EWR) Invasive Species Program Supervisor, will serve as advisory committee lead.</p> <p>Meetings of the advisory committee will be scheduled and facilitated by the DNR AIS Prevention Planners – Tina Wolbers and Phil Hunsicker.</p> <p>The committee will produce recommendations to DNR EWR AIS staff.</p> <p>Members will be courteous.</p> <p>Members will understand DNR’s authority and responsibilities.</p> <p>Members will understand partners’ authorities and responsibilities.</p> <p>Members will participate effectively in discussions and decisions.</p>

<b>Communications</b>	<ol style="list-style-type: none"> <li>1. Show up and be present; not only represent your own opinions and experience, but also reflect other stakeholder perspectives.</li> <li>2. Listen for understanding: focus on problem solving</li> <li>3. One conversation at a time; stay engaged; avoid sidebar conversations.</li> <li>4. Balanced participation; try not to speak a second time until others have been heard.</li> <li>5. Challenge assumptions – your own and others.</li> <li>6. Use questions that focus on clarifying and exploring.</li> <li>7. Expect to learn from differences and conflict; seek creative solutions.</li> <li>8. Keep it positive – be constructive, affirm others, keep an open mind.</li> <li>9. Disagree respectfully; provide alternatives.</li> <li>10. Disputes and misunderstandings can be exacerbated by over-reliance on email messaging; switch to the phone or a personal visit when communications get stuck.</li> </ol>
<b>Resources</b>	<p>Meeting room at St. Cloud (e.g., MNDOT Headquarters and Training Center, 3725 12<sup>th</sup> St. N., St. Cloud, MN; St. Cloud Great River Regional Library);  Alternate locations as determined by the Advisory Committee;  Lunch for members;  Mileage reimbursement for members.</p>