

**CEMP Partnership 3rd Annual Business Meeting
February 14, 2003
Egan Center**

PARTICIPANTS

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Purpose of the Annual Meeting

Clarify/agree on how partners will continue to work together - in order to meet quality assurance requirements and determine next steps to finalize:

- Quality Management Plan,
- Memorandum of Agreement, and
- Brochure

Value of CEMP to Partners

- We Share Resources
- We Share Expertise
- We Help Each Other Problem Solve
- There's Strength in #'s
- There's Credibility in #'s
- We Create Additional Credibility with Consistency in Our Methods. Goals and Results - all within Cook Inlet
- We Save Resources because Everyone is Not Doing Everything
- CEMP is a Good Template/Model for Others in the State
- There's Value and Credibility of Looking at the Entire Watershed and its Health
- This group helps motivate us

There's a lot of effort to have this kind of virtual organization.

There's truly a saving of resources; it saves us all in the long run.

There's value in setting up a model that can be used in other areas of the state.

Discussion about the CEMP Name

A discussion ensued about what the name of CEMP should be, or at least how to ensure that others are not confused by the use of the term.

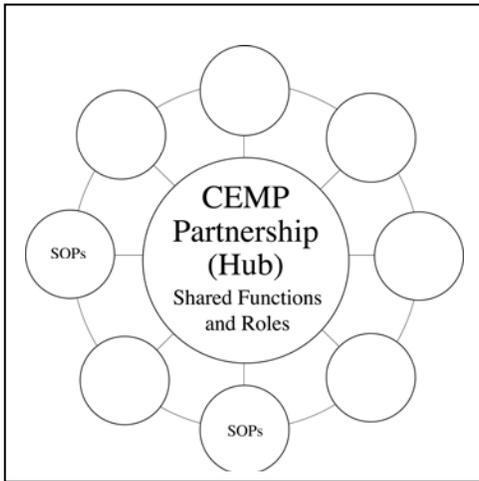
It was expressed that the general idea originally was that each partner would have its own CEMP, and as a whole, it is the Cook Inlet CEMP. Each program is expected and should have its own unique character, and each is also a member of the Cook Inlet Citizens Environmental Partnership.

This discussion went on for some time, and provided a good grounding in the history and development of the CEMP Partnership, such that the effort originated for Kachemak Bay and CEMP evolved into Cook Inlet. There was also discussion about the actual words used in the name and the perceptions of those words as identifiers for the Partnership. Further the discussion brought about an understanding that, at least at this time, it is not the intent to take this Partnership statewide.

The discussion involved how to ensure the umbrella group is distinguished from the individual partners' programs. Late in the meeting the group revisited this issue and determined that the revised name for the umbrella group will be: **CEMP Partnership of Cook Inlet Watershed**

Discussion about Governance

Stemming from the Name discussion, was a discussion on governance. Bob Shavelson provided the group with both a draft text of Governance Procedures (Principles) and graphic depictions of how he saw CEMP operating. The graphics resonated with the participants and became a touchstone as the discussion ensued.

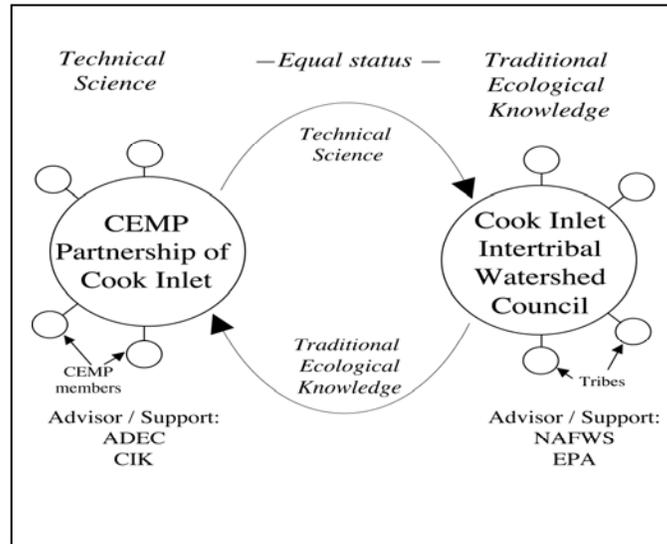


As the hoped for outcome from this meeting was to detail some of the foundational documents for the partnership, namely the MOU and the QMP. The graphic showed how they work together and how they are also, to some degree, independent.

Further, it was described that the MOU defines how the partners work together. This is important to fully understand, because if the partners don't have the same perceptions, then it is likely that external groups or constituents will get confused because the messages about the partnership are inconsistent.

Ensuring Native and Tribal Groups Know they are Welcomed as Partners

The following graphic depicted the situation from a tribal participant's perspective. The CEMP Partners agreed with the depiction and commented on how the current system does not integrate traditional ecological knowledge, and it would be much stronger if it did.



The following are comments and questions posed by participants:

- Need criteria for new partners
- Could this be part of the principles document?
- The description of the governance structure lacks the native perspective.
- NAFWS sees CEMP Partnership as a tool to help develop their own QAPP, especially as it looks as if it is transportable
- One of the Native representatives talked about integrating the Native perspective with some of the following comments: It's so much more of an issue for us. Chickaloon and CEMP are both complex and it's difficult to figure out where it fits into the CEMP. We haven't ran this by the Council yet, and there are sovereignty issues with the state being entity overseeing the Program and yet not recognizing tribal sovereignty. It will be difficult to be a partner. Another aspect is the importance of traditional knowledge; tribes see themselves as equal to CEMP and separate from the group, again it will be difficult to be a partner because of this perspective.
- NAFWS and Chickaloon both stated that since they haven't signed the MOU they wouldn't want to be named
- Previously, Jennifer asked for technical help and got it. This was a step in seeing if CEMP and Chickaloon could work together and see if they could become partners in some way.
- NAFWS just getting final pieces of QAPP with assistance from Joel.
- NPDES permit training with the tribes, need to determine how to include traditional knowledge, want to model CEMP as have information to share
- Potential for positive synergies
- Traditional environmental knowledge is what is lacking in CEMP

- Referring to diagram: Cook Inlet Watershed Council
- NAFWS has tribal members, but it is not a political group and cannot speak for them
- CEMP’s work may be valuable to tribes if trying to form something similar
- No need for CEMP to stop what it’s trying to do, in order to wait for approval from tribal council
- Email fact sheet to Jennifer and Adelheid, they will review to ensure that the characterization of the relationship between CEMP and their organizations is appropriate
- CEMP uses the term “citizen monitors” instead of say “volunteer”; “citizens” doesn’t fit well with Native culture

Breakout Groups Report Backs

OUTREACH: Lindsay, Sue, Ole, Laura (and Al)
Brochure
Purpose: Fundraising tool and awareness building for local community
First draft out 2/20 from Emily
Workgroup’s initial comments back to Lindsay by 2/28
Workgroup’s draft out to all by March 14
Final review (in 3-4 weeks to allow time for boards to review/approve; by end of April)
Revise and finalize—Target Goal 5/31
Fact Sheet
Target Audience: legislators and local decision makers
Use for National Monitoring Day
Revise/update – jazz up and condense current flyer—Lindsay and Al
Initial workgroup review Feb 21 st
2nd Review - Feb 25 th
Full Group Review – Feb 27 th
Final Draft and Revision – Mar 10-14
Publish/Print Mar 14
Distribute prior to funding cycle
Components (of Fact Sheet or Brochure or Both?) values of partnership, concern about “environmental twist,” stress objectivity and credibility of programs, who partners are, major accomplishments and goals, and future direction
Comments
Monitoring has to be above reproach Need a firewall between science and advocacy, which can be subjective and opinionated. (Do best to undermine misconceptions) Also need some branding and marketing for the Partnership.

FINALIZING the QMP: Dan, Joel, Lynn, Rick
Purpose: Complete a number of documents that combined create the QMP
Partner QAPP's When? Who?
SOPs: 10 field/analytical procedures and 4 collection procedure
9 QA Documents: Need to pull all elements of the training SOP together. Need to agree on required minimum data for analytical data. Training program typical core phase 1-5 doing now, need to do: sample design, data quality evaluation and system, data evaluation, technical system review, method detection limit, sample split, performance evaluation
4 Housekeeping Documents: Equipment/supplies, Waste close to completion, Adopting new SOPs
Need to complete field/analytical SOPs
Timeline
Partners complete QMP Exercise and return to Joel by February 28
Within 3 months complete core analytical SOPs
Within 6 months (End of August) complete QMP, 9 QA docs and 4 Housekeeping docs
Within 1 year, all other functioning analytical procedures currently used will be moved into format

STAFFING: Dale, Glenda, Emily, Tim
Purpose: To develop a means to meet the demands of the Partnership, as Joel transitions into new roles at Cook Inlet Keeper. It was understood that this function, which may only be part-time, is to coordinate the Partners communications, rather than working the technical issues, e.g. those identified in completing the QMP.
Deadline: April 15 otherwise won't meet the deadline for 319 application submission.
Feb 24: Email Job Descriptions and Ideas on Funding, Options for Hiring, Where to Locate to Emily
Feb 25: Emily will synthesize the information and draft 3 scenarios for the Workgroup to review
DATE??: Workgroup will review and revise the draft scenarios
Mar 1: Emily will send the revised 3 scenarios out to all Partners
April 15: Target date to make decisions about how to structure this position

The full group then took up two additional issues and created the following **Action Steps**.

MOU		
Joel	Resend Kenai Watershed MOU to all Partners	Feb 21
Partners	Submit ideas for changes to MOU to Dale, plus add values list and add info on technical, include how to bring partners in and acceptable terminology to Native/Tribal organizations	Mar 1
Dale	First draft of MOU to Partners (and Chickaloon and NAF&WS)	Mar 15

Principles of CEMP Partnership		
Joel	Email Draft Principles (presented by Shavelson) to Lynn	Feb 21
Lynn	Revise and Email Principles to Partners (including Chickaloon & NAF&WS). Include how to bring partners in, including terminology acceptable to Native/Tribal organizations.	Mar 15

Effectiveness Study

Sue posed a couple of questions to the group:

- Should the CEMP Partnership adopt the proposed definition of significant change
What do you/CEMP need to be comfortable doing this?
- How will recommendations affect volunteer methodologies?

Action Steps		
Sue	Email Questions to Review Effectiveness Study	Feb 21
Partners	Respond to Questions	Mar 15

List of Potential New Names for the CEMP

- Citizens Monitoring Partnership for CI
- Cook Inlet Water Quality Partnership
- Partnership for Environmental Monitoring for Cook Inlet
- Monitoring Partnership for Cook Inlet
- Citizens Environmental Monitoring Partnership for Cook Inlet Watershed
- Citizens Environmental Monitoring Program Partnership of Cook Inlet Watershed

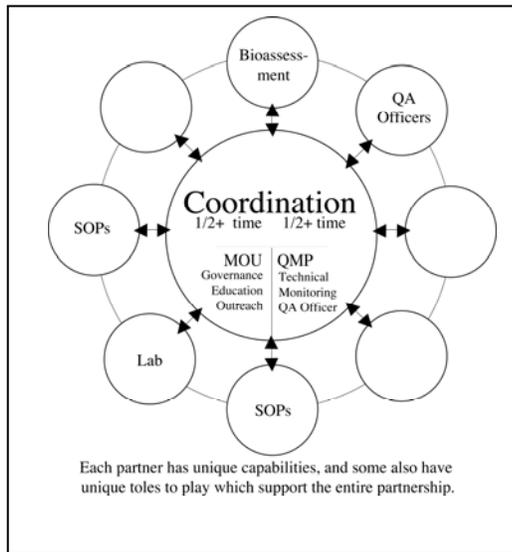
- **Action: Group adopted by consensus the name
CEMP Partnership of Cook Inlet Watershed**

SUMMARY: NEAR TERM DECISIONS and TARGET DATES

Revised Name: CEMP Partnership of Cook Inlet Watershed

LEAD	ACTION STEPS	DATE
Brochure		
Emily	Draft Brochure and Emailed to all Partners	Feb 20
Effectiveness Study		
Sue	Email Questions to Review Effectiveness Study	Feb 21
Partners	Respond to Questions	Mar 15
Outreach		
Lindsay	Draft of Fact Sheet to Workgroup (Al, Laura, Sue Ole)	Feb 21
Outreach Workgroup	Edits Back to Lindsay and 2 nd Draft Revised	Feb 25
QMP		
Joel	Email Electronic version of QMP Exercise to Partners	Feb 20
Partners	Partners get QMP Exercise (purple handout) to Joel	Feb 28
Staffing		
Staffing Workgroup (Dale, Glenda, Emily, Tim)	Email Job Descriptions and Ideas on Funding, Options for Hiring, Where to Locate to Emily	Feb 24
Emily	Synthesize Information and Draft 3 Scenarios for Workgroup	Feb 25
Staffing Workgroup	Revise Draft	?
Emily	Revised 3 Scenarios out to all Partners	Mar 1
	Target to Make Decisions	Apr 15
MOU		
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**END OF SUMMARY:
2003 ANNUAL BUSINESS MEETING**



Comments and recommendations stemming from the graphic follow:

- One person may hold multiple roles, but all functions should be clear
- Need to be able to show umbrella organization versus each local organization
- Both the hub and satellite organizations' decisions affect the Partnership
- Maximum efficiency attained by coordinating standards thru our hub, as well as motivating each other, and decentralizing data collection
- How do you include government entities that have some part to play?
- Do state and federal agencies need to be external, how can they be if they sign on to the agreement, e.g. ADEC and EPA as Quality

Assurance Officers

- External is how others see you, and conveying that accurately and consistently is important.
- Do we need a free-standing partnership without formalizing another nonprofit?
- SOPs are a member-partner function
- Quality Assurance Technical review belongs in the hub
- Need a quality assurance committee
- QMP is the technical element within the overall structure
- MOU should address other aspects: communications, outreach, trainings, travel
- Hub function needs to be staffed. It takes a lot of time dealing with communications.
- Establishing water quality lab, develop vision, strategic plan, determine assistance and services to partner groups, and expand parameters
- Joel has been serving as hub. How will this be filled as Joel transitions into Lab Director?
- Need broader buy-in from partner groups: What is each going to contribute to make the HUB work?
- Each partner has unique strengths
- Some partners voiced that their boards are not interested in applying another layer of administrative responsibility, don't know how to fund another level
- At some point there will be a need for member organizations to provide in-kind and cash support. If don't, each will have to conduct these functions for themselves, and would cost at least five times as much.
- The partnership and functions need documentation.

Decision Making

- Proposed that decisions be consensus based process; one group one vote
- Suggest agree to consensus based decision-making (can be amended if needed), as the Partnership is sort of working on that level now

- If adopt, everyone committed to responding to emails
- Decisions should not be made by emails, should be made at least by teleconference
- Recognize that many Partners can't make decisions without own board approval; may not be able to commit by phone; if sufficient notices, may be able to get approval from boards ahead of time
- Need to build trust with the various Partners' boards.
- Quarterly conference calls may be more realistic than monthly

There were several comments about a 5-year timeline, and the Partnership needing to transition from Keeper doing all QA. It may be that 5 years from now, the partnership will be free standing.

Discussion about current operations and transitioning

- Joel's current coordination functions are at least a one-half time person; all the communication among people is a job in itself
- The coordination is necessary but a distraction from the technical work and lose train of thought, which causes a high level of inefficiency in getting the technical work completed.
- Need to plan for and request funding
- Work plan should look at Joel and Keeper moving away from this responsibility and assuming laboratory function
- A coordinator could fill the non-technical role of the Partnership; doesn't have to have all the answers
- Saying "I'll do it" is appreciated, but for the most part, it isn't the best process (these functions require certain capabilities and the confidence of each partner)
- Would state fund? (comment: Can't say)
- Safer for each group to submit a little bit, then if one not funded others could take up a little more
- Use the MOU to address the coordination, administrative, communication, and governance
- MOU defines how partners relate and how make decisions
- Need a process for bringing in new partners
- How will partnership address general functions/needs of the Partnership: write grants, budgets, hire and fire personnel, coordinate, and where to locate?

Quality Management Plan: Exercise and Discussion

An extensive exercise (~8 pages) was developed to assist participants in their review of the draft Quality Management Plan (QMP). The group took about 45 minutes to review and address questions in the exercise, but it was determined that there would not be sufficient time for the group to complete and to discuss during the Annual Meeting.

Some of the general comments made were:

- Document is missing organizational structure/chart
- Everyone needs a 3-ring binder for all their CEMP Partnership documents
- The QMP should be viewed as a goal, not a mandate
- Graphic depicts CEMP Partnership as the Hub and Partners as Shared Functions and

Roles Circling the Hub (See graphic in Governance section)

Those questions that were reviewed by the full group were:

1. Understanding the Area CEMP Serves

The QMP is written to cover the geographic area of the Cook Inlet Watershed as defined by the watershed boundary. Comment: Have good title/name

2. How often should the CEMP Partners review the QMP?

Once a year? Once every two years? Ongoing?

Comments: This is delegated to QA Officers to address issues as needed (as they come up). The QA Officers review with the partnership on annual basis (at Annual Meeting?). The QA Officers should also make recommendations about the process and who needs to be involved. Dan and Joel have been performing QA.

Rotation of Quality Assurance Officer duties may be possible in the future. Internal audit is a great idea.

Doing lake monitoring is different than other partners work; not sure how the QA reviews will fit.

Internal technical advisory committee is still learning; we have need for different expertise; need to work on over next few years; need to keep flexible. Just learned more about the proper storage of chemical equipment; we learn by doing.

17. What is the value of a Technical Systems Review for the Partnership?

Comments: Value of this is that partners will be ready and prepared for external audit when that occurs. This will strengthen organization — both the individual organization and the CEMP Partnership. This review process needs to be flexible initially and create learning opportunities for all.

21. How often SHOULD ADEC conduct an audit on each partner group?

How often CAN ADEC conduct audits on each partner group?

Comments: 5% per year, 1 partner per year is all ADEC QA Officer can do. ADEC recommendations or findings from this review will be shared with all CEMP Partners. Audit is not punitive, but rather how to better facilitate working together. Internal “audit” is a review; External is an audit.

Decision Making Structure

(Note: This describes more of a clear Work Plan, than a committee or formal decision making structure)

- Current input process by email input; put a code in to indicate “You really need to read/respond to this email”
- Be consistent and conduct quarterly conference calls to make decisions by consensus
- Possible Workgroups/Issues that need to be addressed:
 - Staffing/Personnel (by April 15th)

Need to determine: Funding and in-kind, Who could host, Options for hiring, Where the position should be located, timeline for making decisions---Joel needs to transition into new roles, and Qualifications

QMP Final

Need to work with Joyce at ADEC

Outreach

Need to determine CEMP name, develop brochure, fact sheets, and promote National Monitoring Day

Database Committee

Need to determine how to get partners trained, get the software out to partner groups, and how to get data transferred

SOPs

Need to be finalized

The group determined that it would be the best use of their time to detail *Staffing, QMP, and Outreach* issues in breakout groups.