**Steering Committee Meeting - NOTES**

September 27, 2016 | 11am to 3pm

HMSC – Newport, OR

In person: Lisa Phipps, Tenneal Wetherell, Tracy Crews, Birgitte Ryslinge, Kerry Carlin-Morgan, Ruth McDonald, Shamus Gamache, Shelby Walker, Mark Jeffery, CJ Drake, Joy Tally, Cait Goodwin, Stacia Fletcher, Maryann Bozza, Bob Cowen

Welcome and Debrief

* Lisa welcomed everyone and reviewed the Group Norms, and then everyone introduced himself or herself.
* Notes from the last meeting July 22, 2016 distributed for review
* Review of the day’s Agenda

Poll Everywhere – brings everyone’s voices into the room

**Governance Framework**

***Go through the document***

Review GF: Divide into 3 groups (Leadership Council, Working Groups, Backbone Staff) and take 15 minutes for each to look at one portion of the GF.

Discuss GF: Each group described their section to the larger group and then the full group discussed each section. Feedback about how to improve the language of the GF to more accurately describe the roles and governance in each section was recorded.

SUM: Are there any dealbreakers in the GF as it is written right now? Can we move on to discussion of LC roles? Group agrees.

***Role of LC members***

Discuss Leadership Council roles

RESOLUTION: The LC members show up, represent their organizations, but are also individuals who bring that voice to the table. The hope is that they are also champions for their sector (business, K-12, etc).

**Lunch 12:30pm**

**Come back 12:45pm**

Scheduling Future Meetings

3rd Friday of the month

* Jan 20, 2017
* April 21, 2017
* August 18, 2017
* October 20, 2017

One of these four will be in a place other than Lincoln County.

***Executive Committee***

Discuss Executive Committee: Group weighs pros and cons for the inclusion of EC in the Hub Structure. Feedback to clarify the role and responsibilities of the EC was recorded.

SUM: If the language is changed and agreed upon, the Steering Committee agrees that there should be an EC.

**Identifying Stakeholders**

Group divided into three geographic regions and brainstormed stakeholders in the Oregon Coast STEM Hub. Use Stakeholder Analysis worksheet to generate list of potential LC or WG members.

Nominating Committee: Group discussed the creation of this committee and its roles.

* NC to be formed of 3-4 LC non-Chair people
* NC invites proposed members to provide a Statement of Interest, and then the full LC votes on inclusion of new members. Provide application worksheet.
* NC will work with Director to take the lead to recruit members that would fill gaps

SUM: Nominating Committee members designated as Joy, Shamus, and Libba

**Leadership Council**

At the January meeting:

* SC votes on the GF and the LC is established
* Chair and Vice-Chair positions will need to be filled. Talk to the Nominating Committee if you are interested. Vote will be taken in January.

**Implementing Strategic Initiatives**

***Process Moving Forward***

Stacia shares vision for forward momentum.

* The Hub has a lot of data to share
* Stacia would like to bring an Evaluator on board, to come up with an Evaluation Plan: 1) what data we have, 2) what it means, 3) what do we need to move forward. OSU’s Martin Storksdieck has been contacted and is interested. The SC is supportive of this plan.
* Return to community and provide them with regional data. The SC agrees.
* Work with Bev Stein to organize Community Meetings. Move forward in concept with this “Stakeholder Engagement”
* The evaluation information and communities will help provide the basis for Strategic Initiatives.

Tabled:

Strategic Planning vs. Adaptive Action Planning

Updates

Next Steps and Adjourn

**Next LC meeting: Jan 20, 2017**