

**Planning Process to Develop a MRRIC Charter
(Missouri River Recovery Implementation Committee)**

**Membership Application Review Process Conference Call Summary
July 14, 2008**

Present: Steve Adams, Mike Armstrong, Randy Asbury, Bill Beacom, Pat Cassidy, John Drew, Joe Gibbs, Tom Graves, Todd Iverson, Bill Lay, Paul Lepisto, Marian Maas, Jack Majeres, Skip Meisner, Lanny Meng, Larry Mires, Lynn Muench, Mark Rath, Stan Schwellenbach, Jason Skold, Cheryl Chapman (Co-Chair), Sarah Palmer (U.S. Institute), Brian Manwaring (U.S. Institute), Pat Lewis (U.S. Institute), Ruth Nicholson Siguenza (Lead Facilitator), Steve Miller (Co-Facilitator), Doug Huston (Documents)

1) Call Opening

- a) Ruth opened the call and reviewed the agenda.

2) Roll Call

- a) A roll call of Planning Group participants was conducted. As part of the roll call, each participant was asked if he or she intended to apply for membership on MRRIC:

Name	Applying for MRRIC
Steve Adams	State Rep
Mike Armstrong	Probably
Randy Asbury	Yes
Bill Beacom	Yes
Pat Cassidy	Yes
Cheryl Chapman	No
John Drew	State Rep
Joe Gibbs	Yes
Tom Graves	Yes
Bill Lay	Yes
Paul Lepisto	Yes
Marian Maas	Yes
Jack Majeres	No
Skip Meisner	Yes
Lanny Meng	Yes
Larry Mires	Yes
Lynn Muench	Undecided
Mark Rath	State Rep
Stan Schwellenbach	No
Jason Skold	Yes

3) Desired Outcomes

- a) The group discussed the desired outcome of the applications review process and decided that each applicant would only be evaluated to determine if he or she met the Drafting Team recommended criteria.
- b) The facilitation team was tasked with developing a cover sheet for each application. This cover sheet will contain:
 - i) Name of applicant
 - ii) Primary and secondary interest
 - iii) A check box to indicate former members of the Drafting Team or Review Panel
 - iv) Matrix of criteria with yes/no check boxes

- v) Space for comments
- vi) Check box for conclusion on whether the applicant meets the criteria

4) Review Process

- a) The group decided that decisions on whether an applicant met the criteria and on any comments that would accompany the applications would be made by consensus. For each application, the group decided that one of three decisions would be made:
 - i) Recommended
 - ii) Not Recommended
 - iii) No Comment or No Decision - this category would be for those applicants for whom the group could not come to consensus.
- b) The group reaffirmed that all applications would be forwarded to the Secretary for final decision regardless of the group's recommendations.

5) Concerns

- a) The following concerns were expressed:
 - i) The process needs to be both internally and externally credible and fair. This arose in connection with a discussion on how to handle applications from Planning Group members. No final decision was made other than all applications need to be reviewed.
 - ii) How should multiple applications for a single seat be handled? The group decided that all applications would be evaluated as to the criteria and forwarded to the Secretary for decision.
 - iii) Does the requirement for organizational endorsement make it more difficult for individuals to apply for membership?
 - iv) How do you prevent one organization from filling multiple seats on MRRIC?

6) Review Panel Participation

- a) The group had a lengthy discussion concerning Review Panel participation in the application review process. The primary concerns of the group were:
 - i) The potential size of the group and the possible difficulty of coming to consensus with that large a group of people involved
 - ii) The possible negative effects of integrating a large number of new people into an already functioning group
 - iii) Whether the Planning Group's Operating Procedures and Ground Rules allow the Review Panel to participate in consensus decision making
- b) The group decided to defer the question to the Co-Chairs for resolution.

7) Next Steps

- a) The Co-Chairs were tasked with clarifying what the Review Panel level of participation and decision making would be for the next meeting.
- b) The Co-Chairs were also tasked with working with the Institute staff, facilitation team, and the U.S. Army Corps of Engineers on dates for the next meeting.
- c) The facilitation team will develop the application review cover sheet, draft agenda for the next Planning Group meeting, and send out completed MRRIC applications for the Planning Group to review prior to the next meeting.
- d) The Planning Group members committed to review the completed applications they received before the next meeting.