

Minutes of the February 1, 2018 WSS Meeting

Members present:

Gretchen Anderson, Kimberly Darling, Rosie Hartzler, John MacKinnon, John Maclaine (DEP), Chantal Scott, Keith Williams, Kim White

Members absent: Donna Pennoyer, Peter Simonson

- Discussed the final SOW between HLA and CCSWCD. Fully executed copy attached.
- Discussed the steps and detail in the volunteer list and timeline document. John Maclaine (DEP) led a discussion on several survey prep items including: opt out/information letter, notebook prep, items and materials needed for the survey day, training detail, outreach and publicity.
- As a result of this discussion, both the original task list and John's (Maclaine) have been combined and the final version is dated February 21, 2018. Rather than outlining all items discussed, please refer to attached document.