

Record of Strategic Planning Session
by Smith and Bybee Lakes Management Committee
September 26, 1995

What does the committee expect from this planning session?

1. Sense of purpose.
2. Definition of the Committee's role (i.e. how we work).
3. Definition of how decisions are made; what is the committee's authority?
4. Determination of individual responsibilities; more than vision; want specifics.
5. Set priorities of the Management Plan:
 - * What we want to do over next 2 years; over next 4 years.
6. Review committee role/representation.
7. Act to resolve conflicts; function as a team.
8. Set and prioritize objectives and define roles and responsibilities to implement those objectives.

What can be done to improve the committee process?

1. More involved members; do not rubber stamp.
2. More community outreach / advocacy / outreach.
3. Greater emphasis on land use review, "Staff review function".
4. Strong Smith-Bybee "Advocacy Management Team".
5. Read *Management Plan* thoroughly.
6. Clarify budget making process; updated quarterly reporting.
7. Establish committee goals, objectives, tasks, responsibilities.
8. Greater information exchange among members.
9. More committee participation in management.
10. Get people to do minutes and agenda, write it down.
11. Different members should chair committee; Councilor Washington serve as ex officio.

What is the role of the committee?

1. Membership should be representative; include fisherman and schools.
 - some original members have withdrawn (PGE) or do not attend regularly (ODF&W and 40-Mile Loop Land Trust).

2. "The Management Committee is the principal advisory body to the Trust Fund Manager (Metro). A primary responsibility of the Management Committee is to develop and recommend a budget to the Trust Fund Manager for approval. Duties of the Management Committee shall include:
 - review and recommend for approval acquisition of land within the Management Area;
 - general oversight for development, maintenance, and operation of recreational and educational facilities within the Management Area; and
 - recommendations for environmental programs within the Management Area....."

[Excerpt from *Natural Resources Management Plan for Smith and Bybee Lakes*]
3. "Keep Trust Fund intact."
4. Quorum problems.

What authority does the committee have?

1. Budget development/content.
2. Land use review.

Smith & Bybee Lakes Management Committee
STRATEGIC PLANNING MEETING

September 26, 1995
Minutes

Present:

Ed Washington, Chair, METRO Councilor
Kent Layden, Facilitator
Jim Sjulín, Portland Parks;
Troy Clark, Jeff Kee, Anne McLaughlin and Rich Gephardt, Friends of Smith & Bybee
Jim Morgan and Pat Lee, Metro Parks & Greenspaces
Mary Abrams, Portland Bureau of Environmental Services
Tim VanWarmer, Port of Portland
Eve Vogel, Portland Audubon Society

OVERVIEW:

We addressed:

- Our goals/expectations in strategic planning;
- Confusions, clarifications and aspirations for the role of the Management Committee;

We scheduled:

- Another Strategic Planning session for October 10, 5:30-7:30
- A regular committee meeting for October 24, 5:30.

DETAIL:

Goals/expectations for strategic planning session (brainstorm):

Discuss/resolve:

- Committee's purpose, role and scope
- Objectives and delegation of responsibilities
- Timeline and prioritization of management plan review
- Conflicts and confusion within the committee

Confusions and clarifications on the role of the committee:

1. Membership. Six of the 11 member agencies or organizations mentioned in plan were present tonight. Two have officially withdrawn. Two issues were raised: 1) What to do about members who rarely attend? 2) Is the official membership adequate?
2. Authority/advisory nature of committee.
 - a. Budget. It was clarified that over budgetary matters, the committee is strictly advisory; its role is to advise Metro staff, who then advises the Metro council, who then decides upon budgetary matters. There remained concern over the process by which advisory recommendations are decided upon and communicated.
 - b. Land use. It was clarified that the committee has an advisory and oversight role for maintenance, development, acquisition and operation of programs and facilities; and that in this role, advises the city of Portland, not Metro, for the city is the entity responsible for land use management. Many members felt this to be the more important realm of committee concern.

Aspirations on the role and function of the committee (brainstorm):

- More involvement of committee members; assignment of tasks and responsibilities to individuals and subcommittees
- More community involvement/outreach
- Greater emphasis on land use review
- Strong education advocacy
- All committee members read and become familiar with plan
- Clarify land use and budget process
- Update management plan
- More exchange on progress in reaching objectives
- Improved administration of committee, including: secretary, minutes, written assignments
- Ed Washington suggested that another person become chair.

NEXT MEETINGS SCHEDULED FOR:

- Special Strategic Planning session for October 10, 5:30-7:30. Pizza will be ordered (costs to be shared).
- Regular committee meeting for October 24, 5:30.

Minutes taken by: Eve Vogel