

**Southeastern Wisconsin Watersheds Trust**  
**Steering Council**  
**Agenda**  
**December 9, 2009**  
**1:30 – 3:30 pm**  
**Technology Innovation Center**

1. Welcome and Introductions.
2. Review and approve summary of action items from October 14, 2009.
3. SWWT Executive Director Search and Selection  
**Action: Approval of contract for candidate**  
**Action: Approval of hiring a grant writer**
4. SWWT 501 (c) 3 incorporation, bylaws  
**Action: Approval of Articles of Incorporation**  
**Action: Approval of Bylaws**
5. Nomination Committee Report
6. SWWT projects and letters of support
  - a. SWWT proposed projects for Great Lakes Restoration Initiative grant funds for 2010.  
**Action: Approval to submit full proposals.**
  - b. Letters of support provided to other organizations.
7. DNR's 303(d) Impaired Waters List update  
**Action: Proposal to refer to Science Committee for review**
8. Interim Chair's report:
  - a. Stevan Keith invitation to present to County Committee on Parks and Environment.
  - b. Letter of thanks to Supervisor Broderick.
  - c. Annual Clean Rivers, Clean Lake Meeting Planning Committee report.
9. Status Reports:
  - a. Watershed Action Teams
  - b. Policy Committee
  - c. Science Committee
    - i. Adding members to the Committee
  - d. Joyce Team Project
  - e. Communications Committee

10. Meeting schedule for 2010: (Wednesdays, 1:30-3:30pm)

**February 10<sup>th</sup>**  
**April 14th**

**June 9th**  
**August 11th**

**October 13th**  
**December 8th**

11. Adjourn

## **Southeastern Wisconsin Watersheds Trust** **Advocacy Policy**

*(From Policies & Procedures 7/8/08)*

SWWT facilitates the sharing of information on technical, policy and legislative matters affecting the water resources of the Greater Milwaukee Watersheds. While SWWT does not as a matter of course take a position on specific technical, policy and legislative matters and issues, SWWT does invite any of its members to do so if they choose. However, SWWT as an entity may choose upon a unanimous vote of the Executive Steering Council to render an opinion and take a position on technical, policy and legislative matters and issues if matters and issues will positively or adversely impact SWWT objectives or implementation plans. In this case, SWWT resources may be used for advocacy purposes, such as email and mailing lists. Executive Steering Council members unavoidably absent from the vote will have one week after distribution of the minutes within which to respond to the Chair of the Executive Steering Council. An abstention from the vote will not be counted as a “no.” The procedure for soliciting an opinion and advocating for a position on a technical, policy or legislative matter is as per soliciting a letter of support, above.

*Case example:* A letter on SWWT letterhead addressed to the Governor and to the Secretary of the Department of Natural Resources and signed by a SWWT committee chair was judged by a majority of the ESC to be policy advocacy when it contained the following phrases:

- “. . . we believe that this is an instance in which the state should . . .”
- “We recommend this course of action . . .”
- “I believe that the answer should be ‘yes’”

Therefore, the letter should have been subject to the review of the ESC as spelled out in SWWT Policies and Procedures prior to being sent. *(Amended 10/14/09).*

*(Note from the Policies & Procedures 7/8/08)*

### **X. AMENDMENTS TO THIS POLICIES AND PROCEDURES DOCUMENT**

Any amendments proposed to this Policies and Procedures Document will be first reviewed by the Executive Steering Council who will, after consideration of proposed amendments, make recommendations to SWWT at their annual summit. To be formally recommended, any amendment(s) to these Policies and Procedures will be: 1) noticed to all SWWT members at least 30 days prior to the SWWT meeting at which they are to be voted upon; and 2) approved by majority (voice vote) of all members present at the annual meeting.

Adopted by the Executive Steering Council of SWWT on <date>.