

2018 MAWD Committees

Committee	Region	2018 Managers Interested	2018 Administrators Interested	Assigned Issues
EDUCATION	Region I		Tera Guetter	Review Training Plan
Chair Duane Willenbring	Region II	Harvey Kruger (Heron Lake) Gary Barber (Sauk River)	Jan Voit	
via conference calls	Region III		Mike Kinney	
EVENTS	Region I			
Chair Tim Dritz	Region II			
via conference calls	Region III			
ANNUAL MEETING	Region I			
Chair TBD	Region II		Jan Voit, Huron Lake	
Meeting mid to late August, metro	Region III			
AWARDS	Region I		Tracy Halstensgard, Roseau River	
Chair Mark Doneux	Region II			
via email	Region III			
FINANCE	Region I			Dues Restructure Options
Chair Craig Leiser	Region II	Wayne Rasche (Heron Lake)	Scott Henderson, Sauk River	Event Sponsorship Budget
Meeting 9/17 (M) 10-noon, Hopkins	Region III	Sherry Davis White		
GOVERNANCE / BYLAWS MOPP	Region I			Per Diem Policy
Chair Mary Texer	Region II	Gary Ewert (Heron Lake)		WMO membership, voting rights
Meeting 7/16 (M) 3:30-5, Cap Region	Region III			Policy for Sponsoring Events
GOVERNANCE / STRATEGIC PLAN	Region I			
Chair Mary Texer	Region II	Gary Ewert (Heron Lake)		
Meeting 7/23 (M) 3:30-5, Cap Region	Region III			
RESOLUTIONS / POLICY	Region I		Jamie Beyer, Bois de Sioux	
Chair Sherry Davis White	Region II		Margaret Johnson, Middle Fork	
Meeting early October	Region III			
"I'll serve on ANY committee."			Andy Henschel, Shell Rock	
"I'll sit on one if you wish"			Phil Belfiori, Rice Creek*	
LEGISLATIVE	Region I			
Chair TBD	Region II			
Starts in January	Region III			



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Education Committee

2018 Chair: Duane Willenbring,
Sauk River WD

Purpose	The purpose of the Education Committee is to guide the implementation of a high impact training program that aims to empower managers, administrators, and staff to be able to do the best job they can do in their respective roles.
Tasks	<p>The Education Committee will annually review the training plan and make the following recommendations to the MAWD Board:</p> <ul style="list-style-type: none"> • Note the activities that have been completed that can be removed. • Prioritize the next activities to be completed. • Make recommendations for any new items that should be added. <p>The Education Committee will assist with identifying trainers, vendors, and sponsors who could enhance training efforts.</p> <p>The Education Committee will study issues assigned to them by the MAWD Board and submit back recommendations as requested.</p>
Meeting Logistics	An annual meeting will be held in person in February . Additional meetings or conference calls may be called as deemed necessary at the discretion of the Chair.
Membership	In addition to the committee chair, there should be a minimum of 6 additional members, one manager and one administrator from each MAWD region.

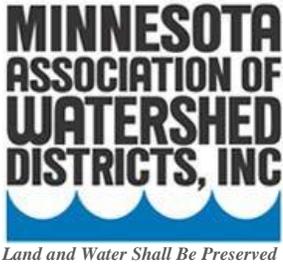


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Events Committee

2018 Chair: Tim Dritz,
Yellow Medicine River WD

<p>Purpose</p>	<p>The purpose of the Events Committee is to ensure MAWD events provide high quality educational and networking opportunities for managers, administrators, staff, industry representatives, and partnering agencies. There are 3 events held each year: Annual Convention (late November, early December), Legislative Briefing / Day at the Capitol (March), and Summer Tour (June or July). There are 3 subcommittees that support the efforts of the Events Committee: Summer Tour, Annual Meeting, and Awards.</p>
<p>Tasks</p>	<p>The Events Committee will oversee planning efforts of all MAWD events by:</p> <ul style="list-style-type: none"> • Recommending event venues and locations. • Setting event objectives. • Assisting with preparation of agendas. • Identifying trainers, vendors, and sponsors to enhance events. • Reviewing feedback after each event and make recommendations for changes that could be made at next year’s events. <p>The Summer Tour and Annual Meeting Subcommittees do more in-depth planning, such as preparing agendas, arranging speakers, and confirming event details.</p> <p>The Awards Subcommittee recognizes outstanding work through two awards: (1) Capital Improvement Project of the Year, and (2) Watershed Program of the Year.</p> <p>The Events Committee and its subcommittees will study issues assigned to them by the MAWD Board and submit back recommendations as requested.</p>
<p>Meeting Logistics</p>	<p>The Events Committee will hold conference calls during most months to review progress of event coordination. The Summer Tour Subcommittee will meet as needed. The Annual Convention Subcommittee will meet in person in July to kick off planning efforts. Follow up conference calls and emails may be requested. The Awards Subcommittee will conduct all business over emails and conference calls in the fall.</p>
<p>Membership</p>	<p>In addition to the committee chair, there should be a minimum of 6 additional members, one manager and one administrator from each MAWD region. Subcommittee membership is as follows:</p> <ul style="list-style-type: none"> • Summer Tour – staff from host districts, MAWD staff • Annual Convention – chair, 3 administrators, 3 managers, MAWD staff • Awards – chair, 3 administrators, 3 managers



Finance Committee

2018 Chair: Craig Leiser,
Brown's Creek WD

<p>Purpose</p>	<p>The purpose of the Finance Committee is to manage the finances of MAWD. While a smaller Executive Finance Committee will handle the day-to-day financial decisions, this committee will deal with the larger big picture issues, like preparing an annual budget and making recommendations on the annual dues structure.</p> <p>The Executive Finance Committee consists of the treasurer, co-treasurer (if one exists), president and the accountant who acts as a non-voting resource member.</p>
<p>Tasks</p>	<p>The Finance Committee will:</p> <ul style="list-style-type: none"> • Analyze past expenditures and financial projections to make a recommendation to the MAWD board for annual dues. • Prepare an annual budget for submittal to the MAWD Board. • Engage the services of a certified accounting firm to process and maintain the financial records of the organization. <p>The Executive Finance Committee will:</p> <ul style="list-style-type: none"> • Work with the accountant to prepare an Annual Review of Financial Procedures (identified as the audit). • Regularly interface with the accountant. • Transfer funds between accounts when necessary. • Present financial reports at MAWD board meetings. • Receive and sign checks for invoices or services rendered, oversee employee payroll documentation as performed by the accountant and execute contracts for auditing or accounting services as required. <p>The Finance Committee will study issues assigned to them by the MAWD Board and submit back recommendations as requested.</p>
<p>Meeting Logistics</p>	<p>An annual meeting will be held in person in the metro area, typically at the office of the accountant (currently Hopkins) in AUGUST. Follow-up conference calls may be necessary to finish up business from the October meeting. Members should be present at the annual meeting to answer questions by other members about upcoming dues and the annual budget.</p>
<p>Membership</p>	<p>The treasurer will be the chair of the committee and there should be a minimum of 6 additional members, one manager and one administrator from each MAWD region.</p>



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Governance and Planning Committee

2018 Chair: Mary Texer, Capitol Region WD

Purpose	<p>The purpose of the Governance and Planning Committee is to ensure the governance documents of the organization are kept up to date and adequately guide the organization as times change. It is comprised of two subcommittees:</p> <ul style="list-style-type: none"> • Bylaws and the Manual of Policies and Procedures (MOPP) Subcommittee • Strategic Planning Subcommittee
Tasks	<p>The Bylaws and MOPP Subcommittee members will:</p> <ul style="list-style-type: none"> • Review the bylaws annually and make recommendations to the MAWD board for changes that may be needed as laws and circumstances change. Note: the MAWD board may propose changes to the bylaws but changes are subject to a vote by the full membership. • Review the MOPP annually and make recommendations to the MAWD board for changes that may be needed as laws and circumstances change. Note: changes to the MOPP are made by majority vote of the MAWD Board and are not subject to a vote of the full membership. • Review and make recommendations on any bylaws or MOPP changes proposed through the annual resolutions process. <p>The Strategic Planning Subcommittee will review the MAWD Strategic Plan annually and make the following recommendations to the MAWD Board:</p> <ul style="list-style-type: none"> • Note the activities that have been completed that can be removed • Prioritize the next activities to be completed • Make recommendations to the board for any new items that should be added to the plan or whether a new strategic plan would be in order. <p>Both subcommittees will study issues assigned to them by the MAWD Board and submit back recommendations as requested.</p>
Meeting Logistics	<p>The subcommittees will each meet at least once per year in JULY. Meetings will be held both in person and using web conferencing software with screen sharing capabilities.</p>
Membership	<p>In addition to the committee chair, there should be a minimum of 6 additional members, one manager and one administrator from each MAWD region.</p>



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Resolutions/Policy Committee

2018 Chair: Sherry Davis White,
Minnehaha Creek

<p>Purpose</p>	<p>The purpose of the Resolutions/Policy Committee is to oversee the resolutions process as directed by the bylaws:</p> <p><i>“The Chair of the MAWD Resolutions/Policy Committee will send a request for resolutions, along with a form for submission, to the membership at least 3 months prior to the annual MAWD membership meeting. Resolutions and their justification must be submitted to the MAWD Resolutions / Policy Committee in the required format at least 2 months prior to the annual MAWD membership meeting for committee review and recommendation. The committee will present these resolutions and their recommendations to the MAWD Board of Directors and the MAWD membership at least 1 month prior to the start of the annual MAWD membership meeting. The MAWD Board may make additional recommendations on each proposed resolution through its board meeting process. This same procedure will be used when policy issues are to be considered at any special MAWD membership meeting.”</i></p>
<p>Tasks</p>	<p>The Resolutions Committee will review all submitted resolutions and:</p> <ul style="list-style-type: none"> • Send resolutions that impact the bylaws or the Manual of Policy and Procedure (MOPP) to the Bylaws/MOPP subcommittee. • Reject resolutions that are duplicative of current policy. • Clarify the intent of resolutions when not immediately obvious. • Work with districts that submit similar resolutions to combine them into one. • Debate resolutions in advance of the annual meeting and offer recommendations for pass/fail/neutral to the membership. <p>Following the annual meeting, the Resolutions Committee will evaluate how smoothly the resolutions process went and make recommendations for the following year.</p> <p>The Resolutions Committee will study issues assigned to them by the MAWD Board and submit back recommendations as requested.</p>
<p>Meeting Logistics</p>	<p>One meeting will be held in person in early OCTOBER. Follow-up conference calls may be necessary to finish up business from the October meeting. Members should be present at the annual meeting to assist with the resolutions process and answer questions by other members.</p>
<p>Membership</p>	<p>In addition to the committee chair, there should be a minimum of 6 additional members, one manager and one administrator from each MAWD region.</p>

