

Willits Economic Localization Steering Committee Meeting

5/9/05

Members present: Sumo (facilitator), Mair Alight, Indigo Donaldson, AJ Barrett, Richard Jergenson, Jason Bradford, Jenny Burnstad, Annie Weller, Diane Smalley, Ree Slocum, Larry Desmond, Lanny Cotler, Kristin Bradford.

Meeting began at 7:25.
timekeeper - AJ, stack keeper - no one.

Agenda:

Introductions and procedures
(Sumo) 15 minutes

Consent items:

1. Permit \$30 for childcare at any event where it is needed. (Jason) 5 minutes
2. Permit \$80 for publicity related to each special event, such as a speaker. (Jason) 5 minutes

Proposals:

1. The steering committee decision making process (Ree) 20 minutes.
2. Opportunity to resolve personality/relationship conflicts (Annie/Brian) 5 minutes - Study Group Management and Project Team Assessment using KAI analysis (Brian) 20 minutes
- A check-in about what happened at the WELL meeting on April 25th in the energy group. There was loud and disruptive yelling by the facilitator. Has there been resolution? How can we prevent something like this from disrupting the rest of the groups in the future? (Ree) 20 minutes
3. Review of our last community meeting and the guestspeaker. (AJ) 10 minutes
4. Establish an Executive Committee to make quick decisions without having to get a vote from the Steering Committee. We would need to decide what the scope of those powers are, of course.
(Jason) 20 minutes
5. Possibilities for the Spring Grove Creamery. (Jenny) 20 minutes
6. Web site status (Jenny) 5 minutes
7. A WELL visioning process. (AJ) 20 minutes

To the Steering Committee

I think that WEL needs to have a core group of advisors available to assist all of the groups while they're going through their process. Already, a gleaning group of the food group (with encouragement from one of the Food Bank's board members) needs to have legal advice for creating a liability form for property owners who may allow group members to pick fruit from their trees. I think instead of doing this piecemeal, it's important to have a core of advisors available for all of the subgroups. Laura has ideas for other consultants the food group (community farm) is going to need, and obviously, we need insurance. I think if it were put out to the other groups they would have ideas what other kind of consultants they may need. In fact, at one of the next general meetings it might be a good idea to ask if people have ideas who these advisors might be, or where we might find them.

I'd also like to see a general meeting where instead of having a leader we have general discussion about our thoughts and needs. Also...you may have already received this idea from me...I think it would be good to have a general event for WEL members for community building and keeping momentum going. Something like a picnic, etc. (Mary Z) 15 minutes

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1. Proposal by Ree: **THE ASPECTS OF WELL STEERING COMMITTEE DECISION MAKING THAT WE HAVE (mostly) BEEN USING AND ARE WORKING WELL:**

- Greater than 80% consensus of those present decides a positive vote outcome.
- Whoever shows up makes the decisions.

- **Roles** for each meeting, these are rotated for each meeting:
 - **Facilitator**, runs meetings, assigns roles of timekeeper, stack manager & board scribe. Facilitator is chosen at the end of each meeting so they can receive agenda items for the next meeting (see below) Feedback is solicited for facilitator at the end of the meeting, so that all can learn how to facilitate.
 - **Timekeeper**, uses a clock to keep track of the time limit on agenda items, announcing time checks at the half time of each agenda item and at 3-5 minutes before the time is up. Time speakers - three minutes.
 - **Stack manager**, for each proposal, notes the hands raised as discussion occurs and calls on the next person in the stack. Alternative - go around the circle. Notes vote outcomes in Level Two.
 - **Board scribe**, during the discussion phase (Level Two, see over), notes the concerns about the proposal on the board so that they can be addressed one at a time or as grouped.

- **Agenda items** are clearly stated in proposal form IF POSSIBLE, **with a time limit**.
- **Agenda items** are reported to and gathered by the **facilitator**, to be posted by the Thursday prior to Steering Committee meeting.
- **Facilitator** posts agenda and proposals on web site to let the community know when the meetings are, that they are open to all and what the agenda is. There is a place for Steering Committee minutes on the website. Agenda goes there.
- **Agenda items** may be added to a "consent calender". These are items that have been recommended by a committee that don't necessarily need lots of consideration. Any one may ask for an item to be taken from the consent calender and moved to the agenda for consideration.

- Proposals are ideally written out so we can see it in advance and/or are brought to the meeting.
- When the proposal involves allocation of money - have a firm proposal based on research with actual money amounts. Any time we make a decision about money - let greater community know, so there is feedback process.
- Time for comments from public. Put guests at the beginning of the meeting.

passed with concerns by Mair - would like more than 80%, feedback, agenda posting by Thurs.

2. Proposal by Diane: **PROPOSAL – THAT WE ACCEPT THE FOLLOWING PROCESS FOR PROPOSAL MANAGEMENT:**

INTRODUCTION OF PROPOSAL

The writer(s) of the proposal states/reads the proposal. It is ideally as clear as possible, anticipating concerns with ideas for resolution. Questions regarding clarification of the proposal may be asked.

LEVEL ONE - "LET'S PROCEED TO GROUP DISCUSSION" (INCLUDES A VOTE)

This is where the **facilitator** manages the discussion, the **stack manager** keeps track of participants. The **facilitator** notes the **time** and readiness and **calls for a vote** with acceptable additions and subtractions to the proposal. Modifications to a proposal may happen at any level except Level Two. The vote is responded to in the following manner:

Thumb up means 'I support the proposal'

Thumb to the side means 'Before I can support the proposal, I need the following information...'

Thumb down means 'I don't support the proposal, because...'

The **stack manager** notes those with thumbs to the side and down. If there is less than 100% consensus,

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proceed to Level Two.

LEVEL TWO - "LET'S LIST CONCERNS"

Those who didn't support the proposal CONCISELY state their CONCERNS regarding the proposal. The discussion about concerns has not begun, that is Level Three. The **board scribe** springs into action at the board to note the concerns, grouping them with the help of the **facilitator**.

LEVEL THREE - "LET'S DISCUSS AND RESOLVE THESE CONCERNS" (INCLUDES A VOTE)

The writer(s) of the proposal now have an opportunity to modify the proposal to address the concerns or discuss the noted concerns (one at a time) with the goal of resolving them.

The proposal is restated at the end of this discussion (the **facilitator** is relying on the **timekeeper** to let the group know that time is drawing to a close - this needs to happen before the time runs out). If time runs out before decision is reached, **adding time can be proposed and voted on**, if it passes, discussion continues, if it doesn't pass, the proposal is not passed.

The **facilitator** calls for a **second and final vote**, in the same manner as Level One.

If there is less than 80% consensus, the proposal has not passed.

The proposal may return to the drawing board, to be brought to a subsequent meeting. The writer may note the thumbs side and down and speak with them after the meeting or, time permitting, **the concerns may be heard**.

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- There may be bugs to work out with this plan. See Ree or Diane with concerns and suggestions.
 - Seek out training for consensus and facilitation. Re-write and re-submit as modified. Ran out of time, spent 40 min.

3. Jason: Quick decisions between SC meetings. Example: babysitter. Petty cash. projects.

Mair suggested a quorum of 5 - 7 people - phone call or email connection. 7 people be on a rotating get 80%. Keep calling til you have 3 positive.

Ree - executive co mmittee could make the call about the scope of each item.

Jenny - money or details? Petty cash limit.

Proposal - any expenditure of under \$100 could be an executive committee decision. Full consensus.

Jason - call it the executive committee for WEL so it is not always focused to Jason. Spread the Joy.

Sumo - The SC could be the executive committee.

Annie made a Proposal: Create an executive committee of seven people for low level decisions. The committee is contacted by phone or email, four yes votes (including the proposer) with no non-support is considered a passage. Report all decisions to the next SC meeting to the consent calender. The SC needs to approve the item, ultimately.

Lanny - concern - Who is accountable? - We could have an Executive Director for WELL

AJ responds - the SC is the accountable entity.

Diane, Annie Weller, Ree, Larry, Mair, Jason, Richard volunteered.

4. Consent items:

1. Permit \$30 for childcare at any event where it is needed. (Jason) 5 minutes

2. Permit \$80 for publicity related to each special event, such as a speaker. (Jason) 5 minutes (poster - layout and copying)

Passed by 100% consensus.

5. Web site status report (Jenny)

Server will be moved to MEC, hopefully less down time. Brian Corzilius website is great and will be linked to Cloudforest: greentransitions.org.

There will be two afternoon workshops on how to use the wiki.

Keep up the enthusiasm for posting things to the website.

Lanny - work toward an engaging website.

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6. -Opportunity to resolve personality/relationship conflicts (Annie/Brian) 5 minutes - Study Group Management and Project Team Assessment using KAI analysis (Brian) 20 minutes
- A check-in about what happened at the WELL meeting on April 25th in the energy group. there was loud and disruptive yelling by the facilitator. has there been resolution? how can we prevent something like this from disrupting the rest of the groups in the future? (Ree) 20 minutes

Annie: We are moving into a storming period. Brian can do a KAI process with the steering committee. A team should be made of a blend of people with different styles.

When there is a breakdown, it is an opportunity to become aware of our different styles. Helps to change leadership - becomes situational. Helps to achieve goals. Collaboration. Get into a positive position before crisis. Annie did the process at work - helped her to appreciate a person at work.

Richard - Blown out of proportion. David got frustrated with Claudia. Ron's project is going well - the first project out of the gate. The room has horrible acoustics.

Ree - 2 people did leave the room, unhappy. Can't turn people off!

Proposal - use the KAI process and NVC to build our team.

AJ concern - some dynamics in the Food committee that are similar. KAI may fix something that is not broken. The actual people need to work on the problem. It is a normal process.

Much support of the idea.

7. - Review of our last community meeting and the guestspeaker. (AJ)

5 out of 220 people said they didn't know anything about peak oil. We need to know what is the purpose of speakers.

Sumo - Julian had 2 problems - computer down and untypical audience.

Jason - spent time with Julian asking him to focus on relocalization. Didn't sink in. It is new to him. He wasn't ready to give the talk that he said he could give. He apologized. Wants to give \$1000 to WELL for a proposal for an integrated program of agriculture, energy, manufacturing and money.

Mair - made suggestions to Julian after, such as check in with the group. Not having the projector threw him off. Mourning the loss of opportunity of interaction between him and our group.

Lanny - interviewed John Jeavons with Julian. The meeting on Sunday was exclusive. Need a retreat for the SC to review goals and relationships.

AJ - all this might be symptoms of lack of visioning...

8. A WELL visioning process. As Jason laid out so WELL there were four stages. The second one was visioning (I think). It seems that we have moved on to planning projects (community garden project vs. the community farms project, city solar energy project) without a vision. This lack of vision may be the source of some of the confusion about the role of the work groups and the role of the larger community meetings. In addition, without a vision we are having a hard time with defining leadership. A vision will help us define our purpose and point us all in the same direction. (AJ)

Patrick - What do you think would make a good visioning process?

Ideas: Community process, well-facilitated, designed and not a time limit. More than breaking into study groups. Target - September fair WillitsFest. SC, key members of each group. Present it to the larger community.

Patrick - Stage one - Should active subgroups go explicitly into vision stage?

AJ - Key reps from each group meet together in the same room - 40-50 people. Comes up with a draft that is visualized in posters & art.

Annie - each group should bring the groups individual visions together to a larger group.

AJ - For example: feeding people - all groups should have input into that. After that process, an image is made that we can hold in mind and fall back on when we lose focus. Our positive vision will guide us.

Indigo - also with the ideal visions, also list the fears - reframe to opportunities.

Larry - we are all in different levels of denial - doesn't feel ready to visualize.

Lanny - the vision bonds people - creates an investment.

Ree - proposal that a committee explore creating a visioning process.

Mair - it is the process that is important. Willing to chair a committee to work on a visioning that includes how and where we are going. Bring it to the SC.

Mair will think about it and get together with us in July. Put out to the larger group.

Ree - **Proposal: address the visioning process later in June. Full consensus.**

9. Morris Kaplan is selling the Spring Grove Creamery.

Jenny visited it. Buildings, gardens, greenhouses.

Annie - it has been a healing art center. Re-zoned residential. Was commercial.

Asking around \$500 K willing to carry a note. \$200K down. 3 acres. flood plain - back half. Has water. Huge barn that could be made into a meeting room. Creamery could be a food prep area. has a duplex, ranch house. Enter East, exit West. As it sits it is not a food production place.

Three adjoining lots for sale for \$180K. Most likely buyer would be the creamery.

Can WELL see it as a facility as a center?

Jenny's plan is to ask to have it for 2 years. There is a lease option.

Who in this group feels like working on Spring Grove? Annie, Jenny, Sumo. **Jason wants a tour - set one up for everyone.**

AJ questions the timing of this project. Is this the right project - does fit in with our vision? Fits in with the gleaning project.

Kristin - likes the food preparation idea.

Jenny - Ukiah Conference Center has a certified kitchen - would like to create one in Willits.

Richard - WAG, Grange are other certified kitchens.

10. Table insurance question to next time. Will go to REDI BOD. A champion should speak up.

11. Announcements

Richard likes the name SWELL - Sustainable Willits Economic Localization

World environment day www.wed2005.org

5/31 - 6/5 Green cities day. Scottish Rite center - ecocitybuilders.org

Mair - Compassionate Communication - 5/20 & 21 Y'all come!

Annie - Barter market -OK to tag on to the Farmer's market, no insurance needed if on park property.

Jason - Caspar talk went well, Laytonville had 70 people, Gualala this weekend.

Lanny - The Decatur's - filmed with 2 cameras, is now an edited DVD. Can we make use of it? Copies are available for a small fee, Will donate half of fees to WELL. Media group needs info about what each group is doing.

Jason - Postcarbon institute would sell the DVD.

12. Determine next meeting's facilitator and food preparers. 5 min.

Mair will facilitate.

Food - Mair bread, Indigo maindish, Jason salad

Meeting closed at 9:56.

Minutes by Diane Smalley