

In Lieu of a Council

National Water Quality Monitoring Conference
Denver, Colorado
April 26, 2010

Beginnings

- Supervisor's support
- Decisions and Costs
- Invitations
- Topics
- Communication
- Logistics (Making It Happen)
- Lessons Learned

Making Your Case

- Hot potato issue can be the impetus for pulling the meeting together
- Initial pitch – began with an informal discussion of the benefits of a meeting
- History between organizations (have they worked together on efforts in the past)
 - Successfully or Unsuccessfully

How Much Will It Cost

- Meeting facility – State Park or college campus can substantially reduce cost
- One, Two or Two (1/2 day) meeting
- Each has its pros and cons
- Location, Location, Location
- Time of year can be critical

The Invitees List

- Begin with associates
- Other state agencies
- “Bringing in the Feds”
- Prominent Watershed Associations
 - Full time or volunteers with time to travel
 - Unable to pay for time or travel for associations

Topics

- Initial meeting can be centered around the “hot potato” issues
- Each organization can give an overview of their charge or focus
- Subsequent meetings – can focus on the burning issue of the day and future monitoring plans
- Ask attendees for topics of interest

Communication

- Initial email explaining and proposing the meeting including time & place
- Request contact information
- Forward additional names for invitation
- Answer any question received from invitees
- Request topics for agenda

Communication

- Issue tentative list of topics & review comments received
- Issue draft agenda based on commitment for presentations
- Review comments on draft agenda & amend as necessary
- Issue final agenda with presenters & time schedule

Logistics

- Reserve location
- “Dine In” or “Eat out”
- Audio/visual needs including internet?
- Presentations ahead of time
- Hard copies of final agenda
- “Someone” has to be the moderator

Logistics continued

- Some people would talk forever – timing speakers
- Questions & Answers
- Feedback – evaluations
- Wrap up and future schedule
- Follow up communications - CDs with presentations & attendees list with contact info

Lessons Learned

- Central location provides best attendance
- State Parks or Agency Offices seem to work best
- Attendees can provide “test audience” for unveiling or explaining projects (303d list)
- Providing lunch can provide a relaxed atmosphere and additional time for networking
- Relatively inexpensive menu provided by local business (soup & sandwiches)



Lessons Learned continued

- Weather can provide unexpected surprises
- Flexibility can be key to future meetings
 - 2010 meeting moved to fall