

## Education & Information Subcommittee Meeting

August 12, 2003

### Notes and followup reported to subcommittee by Nordmark

Attendees: Sally Carpenter, Sarah VanDelfzijl, Chris Bauer, Korie Bachleda, Sandy Nordmark

Absent: Tanya Cabela, Ray Leising, Shelly Milliman, Karen Mackowiak, Marcy Colclough

First order of business was to discuss results of finding a place for the Road Stream Crossing Workshop. "A Place in Time" in Three Rivers was not available for November 6, our first choice, but was open on November 5. We agreed to accept that date and Sandy will get the contract in place. *The contract has been signed and mailed back. We will need to tell them how to set up two weeks before Nov.5.*

A lengthy discussion followed as to the order of action items for conducting the workshop. Sandy reported that one of the potential presenters, Chris Freiberg from MDNR Fisheries Division, has a Power Point Presentation on culvert placement and erosion control that may be suitable for the program. She will contact him and arrange to preview the slide show. *Chris will be in the Marshall office at 1:00 pm on Tuesday, August 26, to do the presentation for Sandy and Mark Kieser of Kieser & Associates. Others may attend if they would like to do so.*

Sandy will also contact the other possible presenters to see if the change in date works for them. *Kieser & Associates will be attending with Mark Kieser presenting. Sarah VanDelfzijl will present from the point of view of a member of the Storm Water Crossing Subcommittee and one of the tributaries, the Rocky River, participating in the model development. Gordon Porter, also of the SWC Subcommittee, is unavailable on that date. Sandy will find a substitute.*

A tentative agenda was then put into place. Vendor set up will be from 7:30 to 8:30 a.m., Registration and Welcome from 8:30 to 9:00 am with opportunities to visit vendor booths and a brief greeting and introduction by Sally. 9:00 am., Sandy will open with an overview of the reason for the workshop and the work of that subcommittee leading up to the workshop, followed by an introduction of the speakers. This should take no more than 10 minutes. Sarah will lead off with a 15 minute presentation regarding the place of the Rocky River in the process and her role in development of the St. Joe 319 model assessment form. To be announced will be someone, hopefully from a road commission, to do the same from their perspective. If Chris's slide show is suitable for this venue, he will have 30 minutes to present. (If not, the entire agenda will need to be rewritten at our next meeting!) A 20 minute break will follow with light refreshments and visits with vendors. Resuming at 10:30, Mark Kieser will give a 30 minute walk through of

development of the model project, followed by 30 minutes of input from the audience with comments on the draft model. Formal presentations should conclude about 11:30 with attendees again invited to visit vendors and presenters until noon. Booth take down and clean up noon to 12:30, lunch on your own.

Other things to be done:

All letters to potential attendees will go out from Sally's office on Friends letterhead by October 1. Sandy will go to Sally's office to sign each before mailing. The grant will reimburse Sally for postage. Sandy needs to get the letterhead and logo on disk to Korie. Response from invitees will be requested by October 24 so a final head count will be available to give to APIT for their setup. Sandy will get additional mailing addresses for invitees from MDOT, Chris will get from MDEQ and we will also send to Kregg Smith, MDNR Fisheries biologist from the Plainwell district office who is on the main Steering Committee. Any other invitees that occur to you should be sent to Korie.

A letter to potential vendors will go out September 5 with Korie coordinating. Reply will be requested by September 22. Sandy will also have to sign these letters before they are mailed. Letters will also be on Friends letterhead which Korie can reproduce in-house. The draft letter in hand needs to be revised so as to reflect the message that while there will be no fee for exhibiting, Friends would appreciate any modest donations in lieu of same. Remind vendors that donations are tax deductible. Friends will be asked to staff their booth at the event.

Since time was limited we did not discuss the further status of the brochure. Instead, we went on to the need to firm up plans for the watershed wide meeting required in the grant. After much back and forth, it was decided that we would try to do something in the Niles area or somewhere in Indiana, if Karen had some suggestions. **[Karen: your input here?]** Preferred dates were December 2 or 4, since that has been known to be a quiet time between Thanksgiving and the Christmas scramble without much competition. It was suggested that Sandy contact either Love Creek Nature Center or Fernwood Nature Center in the Niles area to see if this is something that could be done there at one of these times. Fernwood was preferred as Love Creek is harder to find. *Sandy talked to Fernwood and was told they do have their main meeting area available on Tuesday, December 2 so far. We could rent the area for a \$100 base fee plus \$20 per hour during their normal business hours and \$40 per hour after 5 pm. They require a contract in advance.* No decision will be made until the next subcommittee meeting. Discussion continued with the suggestion that Friends booth also be available at this event and we could invite others with like interests, like Great Lakes Basin Commission, Trout Unlimited, Berrien County Planning Department, etc. No charge to them and we could count their participation as an in-kind for the grant report.

With Sally being gone the balance of August, the next meeting date was deferred until her return and the group agreed to stay in touch and keep things moving via emails and phone calls.