

DRAFT MINUTES OF THE STEERING COMMITTEE MEETING

16 December 2003
Cal Trout Offices

Members Present: Tim Colen, Lisa Wayne, Jim Stark, Anna-Marie Bratton
Guests: James Grant, Jim Thurman

Meeting commenced at 3:35pm

It was previously determined that the Steering Committee would become the Process Design Committee (PDC). This meeting will be a meeting of the PDC and no Steering Committee business will occur.

A document by Mr. Nicholas Dewar entitled *Items for Discussion by the Process Design Committee (PDC)* (see attachment to Mondy's email of Dec. 4, 2003) was discussed:

- 1) **Location of February meeting** - Possible locations mentioned were Trocadero, County Fair Building at the Arboretum, Daly City Community Center. Tim volunteered to take care of finding a location.
- 2) **Principles of Collaboration** – It was decided that this item be deferred to Nicholas.
- 3) **Vision/Goals** –

3.1 Vision, 3.2 Scope of Problem 3.3 Form of Final Product, 3.4 Goals)

A discussion ensued involving these major points: there is no real City plan for the Lake Merced Westside area; LMTF has no standing to present issues to official agencies; LMTF has become a group which reacts to problems in a piecemeal fashion; the Task Force is not being proactive; the Task Force does not work together as a whole; conflicts exist within some workgroups but greater conflicts exist between the workgroups; tools are needed to get the workgroups together; conflicts should be prioritized; a few key conflicts were listed as water vs. nature, boats vs. tulles, the education center, trail location, target water level; conflicts should be prioritized: the Task Force was missing a common vision: the

“Clear direction to create a Guidance Statement which would address key conflicts, identify common ground, and would flow from the Mission and Goals in the Rules and the Stewardship Plan.”

- 4) **Identification of Stakeholders** - All member organizations are stakeholders.
- 5) **Communication with the Public** – It was determined that the February facilitated meeting is a “word session” and should not be open to the public.
- 6) **Communication with the Task Force as a Whole** - An email would be sent to the membership asking for submissions of their thoughts on both conflicts and things that work within the Task Force.
- 7) **Communication among Members of the PDC** – Meetings of the PDC were set for January 6, and February 3, 2004.
- 8) **Role of the Facilitator in Work of the PDC** – Tim would submit the plan to Mr. Dewar for his approval.

The meeting was adjourned at 5:20pm

Respectfully submitted,
Anna-Marie Bratton
Secretary.