



Advisory Committee Meeting Non-Motorized Project



January 24, 2013 Meeting Minutes

9:00 am - 4:00 pm OR Dept. of Forestry, Salem OR

Agenda Items	Requestor/ Presenter	Time Req.
1. Presentation of items requested - Deliverable: Present requested items to Committee Members	NM Team	30 min
2. Presentation of Budget - Deliverable: Present budget process to Committee Members	Scott Brewen	30 min
3. Group Discussion - Deliverable: SWOT analysis of Goals	Committee Members	3 hrs.
4. Debrief from Group Discussion - Deliverable: Share and understand the needs of other watersport activities	All	1 hr. 45 min.
5. Wrap-Up	All	15 min.
Agenda may change		
NEXT MEETING: TBA		

Team Member Attendees:

- MariAnn Koloszar - Project Lead/Education Coordinator
- Scott Brewen - Project Sponsor/Director
- Jean Quinsey - Project Champion/ Board Member - **Teleconference**
- Brian Carroll - Project Champion/Board Member
- Janine Belleque - Team Member/Facilities
- Glenn Dolphin - Team Member/ Environmental
- Janess Eilers – Team Member/Registration – **not present**
- Dale Flowers – Team Member/Law Enforcement
- Randy Henry – Team Member/Administration



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Advisory Committee Attendees:

- | |
|---|
| <input checked="" type="checkbox"/> Gina Barstad – Willowa Lake Marina |
| <input checked="" type="checkbox"/> Michael Boles – USFS – Fremont-Winema National Forest |
| <input checked="" type="checkbox"/> Curt Booher – BLM Prineville District |
| <input checked="" type="checkbox"/> Julie Chick – Tillamook Estuary Partnership |
| <input checked="" type="checkbox"/> Jerry Davis – Jerry Davis Consulting |
| <input checked="" type="checkbox"/> Sam Drevo – eNRG Kayaking |
| <input checked="" type="checkbox"/> Deputy Ernie Fields – Josephine County Sheriff's Office |
| <input checked="" type="checkbox"/> Darrell Hames – Dragon Sports USA |
| <input checked="" type="checkbox"/> Ray Hanson – Northwest Rafters Association |
| <input checked="" type="checkbox"/> Laura Jackson – Portland Kayak & Canoe Team |
| <input checked="" type="checkbox"/> Sgt. John Katzenstein – OSP - Teleconference |
| <input type="checkbox"/> David Lingenfelder – Oregon Association of Rowers – not present |
| <input checked="" type="checkbox"/> Patrick McCullough – Deschutes Co. Rafter |
| <input checked="" type="checkbox"/> Jake Risley – Willamalane Park and Recreation District |
| <input checked="" type="checkbox"/> Erik Weiseth – Orange Torpedo Trips |
| <input checked="" type="checkbox"/> Travis Williams – Willamette River Keepers |

Visitors:

Ashley Massey – PIO (Note taker)



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<i>Action Items</i>	<i>Assigned to</i>	<i>Due/Status</i>
Report on high use areas, geo spatial trends, issues, targeted outreach, other states non-motorized programs (mandatory or not), other states fees regarding non-motorized	NM Team	01/24/2013 Completed on 01/09/2013 & 01/15/2013
Each identified goal with discussion points will be rewritten into a readable format and presented at the next Advisory Committee meeting	MariAnn	01/24/2013 Completed on 01/09/2013
A year-end report on rule changes will be completed and posted for Advisory member to view.	Randy	01/24/2013 Completed on 01/15/2013
Posters will be created with the Ground Rules and Decision Making through Consensus-Based Model	MariAnn & Janine	01/24/2013 Completed on 01/03/2013
Formally put an email request to Advisory Members to advise of 4 – 5 water bodies for the pilot project	Randy	01/18/2013
Create other non-motorized LE reports and post for Committee to review.	Dale & MariAnn	01/18/2013 Completed on 01/09/2013
Develop a draft agenda for the next meeting.	MariAnn	11/30/2012 Completed on 11/29/2012
Start a “Doodle Poll,” (a calendar scheduling platform) with proposed meeting dates/times to committee members.	MariAnn	11/16/2012 Completed on 11/16/2012
Develop a fillable template for committee members to learn more about each other’s activities/sports/uses. MariAnn will start a draft template and forward to the committee for their input.	NM Team	11/30/2012 Completed on 11/29/2012
Provide a report with recommendations to the Marine Board that address how to achieve the five objectives.	NM Team & ACM	June 2013



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Meeting began at 9:00 am

Facilitated by: MariAnn Koloszar, Non-Motorized Project Manager

Agenda Item #1 – Presentation of Items Requested

Randy Henry handed out copies of the Boating Related Rules Effective 2012 & 2011 or later (regulation update) and stats on the Comparison of Motorized/Non-Motorized Use Data and Activity Levels & the Top 10 Sorted by Action in 2012 to Committee member's. Randy then explained each document.

MariAnn Koloszar presented a spreadsheet of all of the states that have some sort of mandatory education & a permitting or registration program for non-motorized boats.

Action Item(s): N/A

Agenda Item #2 – Presentation of Budget

Scott Brewen handed out copies of an email from Committee Member Ray Hanson regarding the Marine Boards budget and Scott's reply to Mr. Hanson. Scott clarified points from the email to the Committee member's and included documents on the Marine Boards Operation Results for the 2011-13 Biennium and Budget Summary Sheets.

Action Item(s): N/A

Agenda Item #3 – Group Discussion

Committee Members were separated into two groups to conduct a SWOT analysis on each of the 5 identified goals and ideas.

What is a SWOT analysis?

“**SWOT analysis** (alternatively **SWOT Matrix**) is a [structured planning](#) method used to evaluate the **S**trengths, **W**eaknesses, **O**pportunities, and **T**hreats involved in a [project](#) or in a [business](#) venture. A SWOT analysis can be carried out for a product, place or person. It involves specifying the objective of the business venture or project and identifying the internal and external factors that are favorable and unfavorable to achieving that objective.

Setting the objective should be done after the SWOT analysis has been performed. This would allow achievable goals or objectives to be set for the organization.

- **Strengths:** characteristics of the business or project that give it an advantage over others
- **Weaknesses:** are characteristics that place the team at a disadvantage relative to others
- **Opportunities:** *external* elements that the project could exploit to its advantage



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- Threats: *external* elements in the environment that could cause trouble for the business or project

Identification of SWOTs is important because they can inform later steps in planning to achieve the objective.”

Action Item(s): N/A

Agenda Item #4 – Debrief from Group Discussion

The Committee Members were brought together to evaluate each groups SWOT analysis and decide if we should go forth with the idea (highlight in green), don't go forth with the idea (highlighted in red) or they need further information to make a better determination to go forth or not (highlighted in yellow).

Action Item(s): The Committee requested that the Marine Board put together what monies have been spent on non-motorized issues, facilities, law enforcement, etc. for their review.

MariAnn is going to combine both SWOT analysis into one document and format for easier reading.

Agenda Item #7 – Wrap-up

The Committee also requested that we put the comparison of states mandatory education and permitting or registration of non-motorized onto one spreadsheet.

Action Item(s):

Meeting adjourned at 4:00 pm.

Meeting minutes respectfully submitted by MariAnn Koloszar and edited by the NM Team.