**MEETING NOTES**

Brazos River Corridor Recreation Master Plan

Steering Committee Conference Call

Held January 19, 2012, 1:30pm-2:30pm

Desired Outcomes

* Understand plan/document uploading to County file-sharing website
* Decide whether to begin sharing “study zone” map in its current form
* Decide whether to begin contacting Potentially Affected Interests (PAI)
* Decide how to modify/add to PAI list
* Consider developing a Steering Committee Mission Statement/Purpose Statement for sharing with others
* Consider moving February meeting to Thurs, Feb. 16

In attendance: Kim, D’Neal, Joe, Chance, Lisa, John, Kathryn, Janis, Marta

Q&A regarding County file-sharing website:

[**http://www.co.fort-bend.tx.us/BrazosRiverCorridor.asp**](http://www.co.fort-bend.tx.us/BrazosRiverCorridor.asp)

 **User Name: FortBend Password: BrazosRiver**

Sending documents to the webmaster (webmaster@co.fort-bend.tx.us) for him to upload works just fine. Everyone is able to go online and review the documents just fine. Beth Wolf will be our County representative when D’Neal takes leave.

Kim is hoping to get some more plans to upload to the website: Rosenberg, Missouri City, Brazos Bend State Park. Desired outcomes of this task include at least the following: 1) to develop an inventory of the community needs/action items that each agency defines in their plans – IF they are within the study area. 2) To list any of the action items from these documents that represent potential conflicts with our group’s mission.

Discuss latest study zone map. Is it ready to share with stakeholders/partners/potentially affected interests (PAI’s)?

*Decision made: It is OK to share a PDF version (or other version that CANNOT be manipulated) of the study zone map –IF it is clearly labeled as a draft and subject to change.*

Discuss timeline for contacting stakeholders/partners/potentially affected interests (PAI’s)

*Decision made: It is fine to contact stakeholders/partners/PAI’s to ask for more information and data sharing AFTER the group agrees on and adopts our statement of purpose at the February meeting.*

Only information requests are being made now, but the group currently has no product of recommendations. Important to note that we will be asking for the input of other groups and organizations in a more formalized process – the current stage of information gathering is not the public input stage and that stage will be forthcoming.

Discuss future additions to PAI list

Houston-Galveston Area Council was added to the “Advisors/Resource Experts” section and to the “Implementers/Supporters/Funders” section of the list of PAI’s. Chance will be in charge of adding any new PAI’s requested to the list – and uploading the most recent version of the list to the Ft. Bend County info-sharing website. *At any time that you have an organization/entity to add to this list, please email Chance (**chance\_kinnison@nps.gov**) the name of the organization/entity and the suggested category (categories) for placement.*

Discuss the development of a Steering Committee Mission Statement/Purpose Statement for sharing with others when we communicate with outside entities

*Decision made: The group wants to adopt a statement of purpose/mission statement at the next meeting/call in February. The statement of purpose will serve to inform potentially affected interests of our group’s purpose and interests.*

 Kim will take a first stab at the statement of purpose, and circulate among the Steering Committee members for comments by January 26. Kim will be the “keeper of the comments”. Chance and Marta will compile help documents and samples to help facilitate the drafting of the document.

Discuss February meeting date and agenda

*Decision made:* **Next meeting is Thursday, Feb. 16, 1:30-3:30pm.**

Location: Greater Fort Bend Economic Development Council, One Fluor Daniel Drive, Sugar Land, TX, 77478. There will also be a call-in option.

Proposed Agenda items for meeting:

1. Develop and adopt mission statement (statement of purpose)
2. Develop framework and policy for information sharing between PAI’s and partner organizations (i.e. Data Sharing Agreements?)
3. How to avoid scope creep (i.e. overlapping with water quality projects)
4. Discussion of production costs – what kind of product does this group want to create? How much will it cost? Start discussing and budgeting the expense of publishing and distributing our products.