



Action Items

Dunes Collaborative Retreat
Sycamore Mineral Springs Resort

Friday, March 13, 2009

Attending:

Bob Hill, Co-Chair
Rey Monge, Co-Chair
Andy Zilke
Mario Castellanos
Christina Bird Holenda

Gregg McGowan
Dan McElhinney
Kaila Dettman
Daniel Bohlman
Jamie King

Glenn Greenwald

Elena Eger, Restoration Subcommittee
Melissa Boggs, Restoration Subcommittee
John Jostes, Program Facilitator

The following table provides a summary of the action items, commitments and next steps discussed at the Collaborative's annual retreat held on March 13, 2009. Additional detail has been added under the next steps and priority columns as a starting point for moving forward on initiatives identified during the retreat.

Topic/Item	Task	Next Steps/Commitments	Responsibility	PRIORITY/Comments
Dunes Center Capacity Building and Mission Expansion Project	Dunes Center to identify how long it will need this level of support and project the timeframe for becoming sustainable.	<ol style="list-style-type: none"> 1. Dunes Center to include more specific forecasting within its progress reporting to the Restoration Subcommittee 2. Dunes Center to focus efforts on the development of their Implementation Plan for specific milestones and fund raising goals to replace endowment funding 	Mario Castellanos.	<p>NOW (between present and June 30,2009)</p> <p>To be refined based upon deliberations with Dunes Center Board of Directors</p>
Fund Raising and Grant Development to supplement	Convene Fund Raising and Grant Development Subcommittee to	<ol style="list-style-type: none"> 1. Convene a face-to-face meeting of the Subcommittee to: <ol style="list-style-type: none"> a. Identify anticipated Endowment funding levels for 2010 projects. b. Receive report from Mario C. regarding federal 	John Jostes (primary) and Bob Hill (back-up) with the support of	<p>NOW</p> <p>As soon as possible, preferably within 2 – 3</p>

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Endowment income stream	develop action plan for next 2 – 3 months	funding opportunities recently identified during his DC trip. c. Review and brainstorm potential tasks for and support to a fundraising consultant. d. Develop a calendar of relevant grant application deadlines. e. Refine collateral marketing materials f. Develop approach to boilerplate grant application details for the Collaborative g. Assign tasks	Subcommittee Members.	weeks ; then convene follow-up meetings via conference call
Re-assess Effectiveness of Restoration Efforts	Develop the conceptual elements of an updated Management Plan for restoration planning	1. Convene Restoration Task Force on one or more occasions in the near term to: a. Refine “Path Forward” document developed by Daniel Bohlman and develop general framework for moving forward. b. Project the order-of-magnitude costs of changing the focus and levels of effort to reflect current lessons learned from the first 5 years of restoration monitoring. c. Identify potential sources of funding and grant sources to address potential shortfalls in endowment income. d. Provide Collaborative with status reports and explore options with the intent of developing a compelling argument for a preferred approach. 2. Update and simplify the Restoration Needs List so that it can be included in collateral marketing and fund-raising web-based and printed materials.	Daniel Bohlman with the support of Restoration Task Force Members	SOON Timing to be at the discretion of the chair of the Restoration Task Force For additional context, see 3/13/09 Retreat Notes To be coordinated with Funding and Grant Development Subcommittee
Reprioritize Visitor Services Needs List to reflect temporal preferences	Review the revised draft VS Needs List in the context of the Interpretive Plan and	1. Convene Visitor Services Task Force to: a. Review and temporally categorize Interpretive Plan recommendations as they pertain to enhancing visitor services. b. Review the revised Needs List, and reprioritize it consistent with the recommendations of the Interpretive Plan.	Rey Monge (lead), Jamie King, Christina Bird Holenda, Dan McElhinney	SOON Updated needs list should be developed in the near future so as to be dovetailed with the work of the Funding

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		c. Identify opportunities for volunteer docents and other participation opportunities for residents of the Monarch Dunes development 2. Provide revised Needs List to Funding and Grant Development Subcommittee so that it can be included in web-based and printed collateral material		Subcommittee in developing additional grants and funding support.
Operational Issues	Revise Agenda Format to reflect the nature of the discussion topics so participants know what decisions are anticipated at a given meeting.	Revise agendas to indicate whether discussion items are updates on previous topics, discussion items or decision points. Augment meeting procedures with a request that information supporting a given agenda item be distributed at least five days before the meeting at which the topic will be discussed	John Jostes	NOW
Work Plan Revisions	Convene a "Writing" Subcommittee to facilitate revisions to the original 2002 Work Plan	Jamie King, Bob Hill and Melissa Boggs volunteered to serve on the Work Plan Subcommittee John Jostes to convene a conference call during which the Subcommittee will initiate its work with the intent of completing its editing by June 1, 2009	John Jostes	NOW – begin within the next 30 days and complete revisions by June 1, 2009 This effort should be coordinated via Bob Hill with the Funding Subcommittee so as to contribute materials to the collateral marketing material and to Mario Castellanos who is overseeing the website update process