

WTCAC meeting was held on August 8, 2007 in Mole Lake.

Present:

Pat Pelke (Oneida Tribe)
Paul Ninham (Oneida Tribe)
Rae Maday (Bad River Tribe)
Nate Guldan (Forest County Potawatomi)
Brett McConnell (LCO)
Jonathan Pyatskowitz (MIT)
Roman Ferdinand(SCC)
Katie Stariha (St. Croix)

WTCAC Issues:

Task 1: Change The By-Laws

Assigned to: Pat Pelke and Paul Ninham, Oneida (done by 8/31/07)
Issues: - change wording "Board of Directors" to the "Council Representatives";
- describe responsibilities/reporting requirements/chain of succession of four (4) "Officers" (President, Vice-President, Secretary and Treasurer);
- make Officer's service duration to be two (2) years;
- consider election on a rotating schedule (odd calendar year elect President and Secretary, even calendar year elect Vice-President and Treasurer) to maintain "experience" within elected Officers;

Other: After new By-Laws are approved and adopted, initiate new enrollment of Council Members (Tribes through Tribal Resolution process) and then using individual tribal approval process assign tribal representative and alternate representative (Council Representatives).

Task 2: Edit WTCAC reimbursement form

Assigned to: Pat Pelke, Oneida (done by 8/24/07)
Issues: - add signatures on the form. New form will include 3 signatures: Executive Director, WTCAC Treasurer and other WTCAC Officer
Other: Does WTCAC have to formally adopt this new form by making a motion?

Task 3: Develop a Procedure Protocol with a form for travel reimbursement

Assigned to: Brett McConnell, LCO (done by 8/24/07)
Issues: -describe a procedure to be used to reimburse for travel. Mileage/Per Diem/Hotel w/ receipt will be reimbursed based on the Federal Government per diem rate (this will include any reimbursement for rental of a meeting room).
Other: Does WTCAC have to formally adopt this Procedure Protocol by making a motion?

Task 4: Develop a Procedure Protocol for WTCAC meeting and agenda development.

- Assigned to: Nate Guldan (FCPC) and Roman Ferdinand (SCC) (done by 8/24/07)
- Issues: -describe who will lead/moderate meetings, how the agenda is to be developed, and how to make changes to the agenda.
- Other: Does WTCAC have to formally adopt this Procedure Protocol by making a motion?

NRCS Issues:

Pat Pelke (Oneida) will inquire with NRCS (Pat Leavenworth and Jerry Thomson) about their availability to meet with the WTCAC Representatives during the September 5, 2007 WTCAC/NRCS meeting hosted by the Ho-Chunk Nation.

The following issues are to be discussed and resolved:

- relationship of WTCAC and State Technical Advisory Group;
- improvement of working relationship between WTCAC and NRCS;
- modification of existing WTCAC/NRCS contracts:
 - o Contract 44: small projects; Section 106 deadline, clarification of Section A.5 and Attachment B
 - o Contract 36: review/change Section IV.A.5, IV.B.2 and Attachment B.
- request review of the first earmark (closed out contract # X).

Contractors Issues:

Vice-President Paul Ninham and Treasurer/Secretary Rae Maday will meet with the Executive Director Ritchie Brown on Friday 8/10/07 or will schedule other day for a personal meeting.

Direct the Executive Director to immediately:

- start preparing weekly work reports to document work related activities and time spend on them;
- provide a copy of new renegotiated contract between WTCAC and Executive Director;
- provide a copy of signed delegation of authority to negotiate and execute business contracts;
- status of the February 2007 money draw from the NRCS for the travel reimbursement;
- provide the Workplan accompanying and being referred to in the Contract between WTCAC and Vision Quest for the 106 process project;
- provide a copy of the contract for the Emerald Ash Borer between APHIS/WTCAC/Vision Quest;

- provide copies of all reimbursement requests submitted to NRCS since April of 2006 by the Executive Director along with cost supporting documentation for these reimbursements;
- provide copies of WTCAC bank account statements;
- submit WTCAC checkbook to the WTCAC Treasurer;
- send out small project grant award letters to all Tribes with the approved projects;

Additionally, the Executive Director shall in timely manner provide to the WTCAC the following:

- update on the response to the Pat Leavenworth letter dated May 7, 2007;
- financial status summaries on all open WTCAC contracts including the source of the money, balance and accomplishments;
- technical progress summaries on all open WTCAC contracts in relation to their relevant workplan and deliverables;
- update on small project grant (financial and technical – how much money is left, what projects have been started , what have been completed, etc.)