



# IMPLEMENTATION TEAM CHARTER

September 2019

## Background

Sisters Country faces a number of demographic, economic, environmental and technological trends that are driving us into the future. Without a clear sense of direction, we run the risk of reacting to change and losing the things about our community we love the most. That’s why the City of Sisters teamed up with Deschutes County and the Central Oregon Intergovernmental Council (COIC) to sponsor the *Sisters Country Vision* in 2018.

The visioning process was active throughout 2018. Community engagement began in March and ran through September, focusing on the creation of a vision for our community. Around 2,000 participants weighed in via stakeholder interviews, community meetings, community forums, and community surveys. In late summer 2018 a citizen-based Vision Action Team (VAT) was formed to guide development of the community’s vision action plan. Thirty-one VAT members from across Sisters Country helped shape the plan.

*Sisters Country Vision* addresses four broad themes or focus areas: prosperity, livability, resilience and community connections. The vision action plan helps identify clear, positive strategies for the future and involve local organizations, businesses, and residents in making them happen.

Sisters Country Vision Focus Areas Concept





## Mission and Purpose

The Vision Implementation Team (VIT) was formed in July 2019 to serve as a collaborative team of lead partners and community members who can guide implementation of the vision action plan.

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*“The mission of the VIT is to implement the vision action plan and prioritize projects through a transparent, balanced, and inclusive process.”*

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The **purpose** of the VIT includes the following objectives:

- Identify and dissolve barriers to progress
- Identify, suggest, and secure funding for project implementation
- Communicate progress to the broader community of Sisters Country
- Update the Vision Action Plan to reflect progress, changes, or new information
- Coordinate or collaborate on community education and outreach efforts
- Maintain strong positive relationships among the partner organizations

## Structure and Membership

The VIT follows a model of “lead partners take the lead”. Therefore, the VIT exists to support and guide the success of lead partners in successfully implementing the strategies outlined in the vision action plan. The VIT provides a collaborative table for lead partners and community members to brainstorm, problem-solve, and set priorities.

The Central Oregon Intergovernmental Council (COIC) serves as the Vision Coordinator, providing staff support to the VIT in the following areas:

- Meeting facilitation and team communications
- Website updates and maintenance for [sistersvision.org](http://sistersvision.org)
- Collaboration with VIT on media communications, outreach, and events

## Record Keeping and Transparency

Notes will be recorded for every VIT meeting and shared via email with all members after each meeting. Copies of VIT notes will be saved in a google drive folder managed by the Vision Coordinator. Members may request a copy of meeting notes at any time. This Charter will be posted to [sistersvision.org](http://sistersvision.org) and remain a publically available document for as long as the VIT exists. Official/key decisions may also be posted on the website.



**Meeting Times**

Meetings of the VIT will be held no less than quarterly. More frequent meetings may be held as needed. There is no set meeting time for the VIT; the Vision Coordinator will send out a doodle poll ahead of every meeting to select the meeting date and time. The Coordinator will send out the poll no more than 7 days after the previous meeting, and VIT members have exactly 7 days to participate in the poll. The Coordinator will then select the best date and time, confirm the location, and send notice to all VIT members via both email and a calendar invite.

**Membership**

The VIT is comprised of representatives from all organizations listed as a lead partner on 3 or more action items in the vision action plan, plus select community members that meet the following criteria:

- 1 youth representative from Sisters High School
- 1 representative from the Vision Action Team
- 1 community member with a skill set or lived experience that can significantly contribute to implementation

All VIT members serve a renewable, one-year term. Organizational representation on the VIT will not change from year to year. Members are expected to regularly engage their broader networks to inform them about vision implementation activities and progress.

Organization	# of Seats	Current Member(s)	Alternate
City of Sisters, Elected	1	Chuck Ryan, Mayor	Nancy Connelly, City Councilor
City of Sisters, Staff	1	Cory Misley, City Manager	Kerry Prosser, City Recorder
Deschutes County, Elected	1	Patti Adair, County Commissioner	
Deschutes County, Staff	1	Nick Lelack, Community Development Director	Nicole Mardell
Sisters Park and Recreation District	1	Jennifer Holland, Executive Director	Chad Rush
USFS	1	Ian Reid, District Ranger	
Sisters Chamber of Commerce	1	Judy Trego, Executive Director	Nick Beasley, President
EDCO-Sisters	1	Caprielle Foote-Lewis, Director	Roger Lee, CEO
COIC	1	Tammy Baney, Executive Director	Scott Aycock, CED Manager
Sisters-Camp Sherman Fire District	1	Roger Johnson, Fire Chief	Tim Craig



Citizens for Community	1	Amy Burgstahler, Board Member	Robyn Holdman
Sisters School District	1	Jeff Smith, Board Member	
Youth Representative	1	Olivia Bertagna	
VAT Representative	1	Bill Hall	
Community Representative	1	Steve Swisher	
Vision Coordinator	1	Janel Ruehl, COIC	Scott Aycock, COIC

### Leadership and Committees

The VIT is led by two co-conveners, elected officials from the City of Sisters and Deschutes County. Co-conveners are responsible for ensuring that all members are heard before any decisions are made. Co-conveners may also be asked to provide feedback on meeting agendas and speak on behalf of the VIT at events.

The VIT may convene subcommittees, on an ad-hoc or standing basis, to tackle specific tasks or projects or develop recommendations to the full VIT as needed. Subcommittees will be facilitated by the Vision Coordinator, and meeting notes will be made available to the full VIT membership by request.

### Decision-Making

The VIT will make every effort to make decisions by consensus. When necessary, ultimate decisions will be made by majority vote. Members not present at the time of a vote will not participate in the vote. The co-conveners will make every reasonable effort to ensure that all voices are heard before a decision is made.

### Participation

The VIT strives for full attendance at every meeting. All member organizations will appoint a member and also designate an alternate if the member is not able to attend a meeting. Multiple representatives from one organization may attend meetings together, but they will only have one vote per seat.

### Ground Rules and Expectations

1. **Work and progress.** Members of the VIT should expect to complete work between meetings. Members will make every effort to proactively share project progress with the Coordinator ahead of each meeting.
2. **Confidentiality.** Members are expected to maintain confidentiality of all information shared during VIT meetings, unless they request and obtain express permission to share with a wider audience. Members will collectively determine the content of all media, outreach, and event information to be shared with the public, when and how to share this information. No individual



member of the VIT may speak for the full VIT, unless specifically requested by consensus or majority vote.

3. **Think collaboratively.** The VIT is bigger than any one project or idea, members should focus on the “big picture”.
4. **Inclusivity and Civility.** VIT members are expected to create space for diverse or contradictory opinions, avoid bias, and support collaboration in all meetings.
5. **Attendance.** Meetings will be held no less than once per quarter while the VIT is in existence. Members are expected to make every reasonable effort to attend all meetings.
6. **Transparency.** The VIT will organize some form of communication to the broader Sisters Country community no less than once per quarter.