



SPEARFISH CANYON VOLUNTEER ADVISORY COMMITTEE STRUCTURE AND MEMBERSHIP EXPECTATIONS

Name

This group will be called the Spearfish Canyon Volunteer Advisory Committee (VAC).

Membership

Membership should be diverse and represent a cross section of stakeholders interested in the outcomes from the Spearfish Canyon Master Plan.

Potential Constituency Categories/Representatives

This list is only a representation of potential diverse perspectives that are desired for the VAC. Members must be willing to consider and respect other member's perspectives throughout the process.

Commercial/Local Businesses	Black Hills National Forest
Government (Local, State, Federal)	Spearfish Canyon Owners Association
Winter Sports Industry	Homestake Mining Company
Tribal Representatives	Spearfish Canyon Foundation
Tourism Industry	Public At Large

Tenure of Service

The term of service requested of members will be through the end of August 2017. Vacancies that may occur will be filled by nominations from the membership.

Member Replacement

Recommendations for new members (if necessary) will be made by the Committee, departing Committee Members and by South Dakota Game, Fish and Parks (GFP), provided the new member represents a constituency category which maintains the diversity of the group.

Committee

The Committee members will meet with the consultants to help identify issues and trends, and to formulate and base recommendations on a balanced perspective that considers funding, staffing, resource needs and community desires.

The Committee will be an advisory group and not a decision-making body. The VAC will not be asked to formally approve or disapprove of an action, proposal or of the Plan itself. The Committee will be representative of the public, and will voice any public concerns and/or issues that are relevant to the planning process.





Leadership

Committee meetings will be convened and conducted by an independent facilitator. The administrative functions of the group will be arranged by the facilitator. These include the production and distribution of minutes, meeting notices, correspondence, communication and other regular duties as needed for the Committee's activities.

Meeting Format

The meeting will be guided by the facilitator. The agenda topics will be determined and coordinated by the facilitator, with input from the Committee members and/or GFP at the prior meeting. Meeting notes will be recorded and reviewed for accuracy. Meeting notes will be made available to the public after approval by GFP.

Schedule & Location of Meetings

The facilitator will send notice prior to each meeting to remind members of the next scheduled meeting. Refreshments may be provided at longer meetings.

Meetings will be held at various locations in or nearby the Savoy, South Dakota area, generally following a monthly basis.

Meeting Attendance

Meeting attendance in-person is extremely critical to provide continuity and maintain efficiency throughout the process. While this is a volunteer position, members may be asked to resign from the Committee if they miss consecutive meetings without notifying the facilitator or GFP. That seat will be filled by a new member. Unexcused absences are defined as those in which the member has not notified the Committee, facilitator or GFP in advance that he or she will not be attending the meeting.

The facilitator will provide an alternative means of participating, utilizing Go-To Meeting technology for those who can't physically be present, but can participate remotely. This should only be utilized as a second option to in-person attendance.

Public Meeting

Committee meetings will be open to public observation or to visitors who have been specifically invited by Committee members or by South Dakota GFP. A public comment period will be provided for any non-member attendees at the conclusion of each committee meeting.

Confidentiality

Confidentiality between Committee members and South Dakota Game, Fish and Parks will be maintained with viewpoints of individual members not attributed specifically to them, unless requested. Minutes will reflect this practice.



EXPECTATIONS OF VAC MEMBERS

- Be an active member.
- Attend meetings on a regular basis, in-person, unless unforeseen circumstances otherwise prevail.
- Provide open and honest feedback on constituent/community concerns. Keep current on local/regional news, and seek to understand local, regional and park-related issues and provide feedback on those issues.
- Critically challenge, learn and educate themselves.
- Express views courteously and encourage balanced participation. Be candid and honest; respect other members of the group.
- Actively participate in the mission of the Committee to identify issues and trends, formulate and base recommendations on a balanced perspective, considering funding, staff, resource needs, and community desires. Contribute considerations that will have a positive impact on the development of an outstanding Master Plan.
- Attend at least one public information meeting.
- Make recommendations for the greater good relating to Spearfish Canyon. Engage in discussion of constituent concerns related to the designation of a State Park in Spearfish Canyon.

EXPECATIONS OF REPRESENTATIVES FROM SOUTH DAKOTA GAME, FISH AND PARKS (GFP)

- Keep the Committee informed about significant events involving the planning process, including those with external impacts or those that will likely receive media attention.
- Give frank answers to the Committee's questions and proposals; show support for Committee interests and suggestions.
- Initiate and support information exchange. Offer additional resources to assist in the completion of Committee actions to the extent possible. For example, resources may include additional materials.
- Support members acting as conduits to their constituencies/community.
- Provide publicity so members can be more effective in the community.
- Listen carefully in order to understand the Committee's views and recommendations, and to commit to ensuring views and recommendations are sufficiently addressed in the Plan.



TENATIVE VAC PROJECT SCHEDULE*

DATES	TASK
January 2017	VAC Meeting #1 with site visit: Background information and visioning Public Information Meeting #1: Background information and visioning
February	Focus Group Meetings (4)
March	VAC Meeting #2: Inventory & analysis and key themes from the public outreach and focus group meetings
March – April	Preparation of alternative concept scenarios by the consultants; commence the analysis of operations and maintenance
May	VAC #3: Review of the scenario alternatives Public Information Meeting #2: scenario alternatives
May – June	Development concept refinement, continued work on operations and management and revenue analysis
June	VAC #4: Priority-based recommendations and finalizing scenario opportunities
June-July	Draft report writing and editing
July	VAC #5: Draft report review and final feedback: Last meeting Public Information Meeting #3: Presentation of recommendations
August	30-day Public Comment Period with resulting revisions as determined by SD Game, Fish and Parks
September	Final Plan Deliverable

**Please note that this schedule only applies to the master planning efforts at Spearfish Canyon. The efforts at Bismarck Lake are separate.*