



Steering Committee Kickoff Meeting

Cottage Grove City Council Chambers; 12:00 – 2:00 PM; June 29, 2007

AGENDA

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|---|-----------------------------------|-----------------|
| 1. Welcome / Introductions | Richard Meyers, City of CG | (20 min) |
| <ul style="list-style-type: none"> ▪ Agenda Review ▪ Did You Know? - What don't we know about you? | | |
| 2. Refine Approach and Schedule | Jason Robertson, BW | (30 min) |
| <ul style="list-style-type: none"> ▪ Scope of Work and Schedule Overview ▪ Map Key Community Dates: Key mtg. dates/ events <ul style="list-style-type: none"> ⇒ Recommend Approach and Schedule Adjustments ⇒ Adopt Schedule Map and Org. Chart | | |
| Break (optional) | | (05 min) |
| 3. Roles and Responsibilities | Robertson | (10 min) |
| <ul style="list-style-type: none"> ▪ Overview of Proposed Structure <ul style="list-style-type: none"> ⇒ Approve Charge / Roles | | |
| 4. Setting the Framework | Libby Barg, BW | (40 min) |
| <ul style="list-style-type: none"> ▪ Steering Committee Aspirations what does success look, what do you want people to say about this ▪ Prevailing Sentiments, Hot Topics –Critical Issues or anything we should stay away from ▪ Where to Begin (engaged stakeholder ID) <ul style="list-style-type: none"> ⇒ Confirm Project Title | | |
| 5. Next Steps | Committee | (15 min) |
| <ul style="list-style-type: none"> ▪ Community Profile: Document Request ▪ Outreach Strategies ▪ Volunteer Enlistment Plan ▪ Next Meeting Date <ul style="list-style-type: none"> ⇒ Determine Assignments | | |
| 6. Adjourn | | |

⇒ Denotes Action SC Action Item