



Prep for meeting: Please review the Resources and Tasks section of the agenda for background readings.

Time	Agenda Item	Objective	Resources/Tasks
15 mins before start	Arrivals Refreshments available	Informal gathering	Room set up, A/V equipment, last minute issues.
10 mins (to 7:10)	Welcome and Introductions Announcements Review of Agenda	Review and refine agenda and objectives.	Copy of Agenda. News items relevant to planning process.
20 mins (to 7:30)	WISDOM CIRCLE	Hear concerns and ideas from community.	Invite a friend to tell a story.
30 mins (to 8:00)	Working our Plan at the Regional Level 1. Report from Regional Working Group and Subcommittees - Jan 26 RWG - Open Burning Subcomm 2. Jan/Feb/March activities 3. Report back to RWG/Advisory Committee 4. Woodstove Changeout	Mark progress on regional activities in workplan and provide feedback on RWG activities and agreements.	1. Everyone to read minutes on website; 2. Discuss agreements/ actions and integrate into workplan. 3. Ask reps to present report. 4. Woodstove Changeout Program Update
30 mins (to 8:30)	Working our Plan at the Community Level 1. Adopt minutes/review Action items 2. Date, time location for March Presentation 3. Logistics for March meeting – advertising etc 4. Put together presentation team 5. Loose ends for community action items	Mark progress on community level activities, correct course as needed, and draft report to RWG.	1. Workplan – everyone to review 2. Newspaper Articles – comments and feedback
30 mins (to 9:00)	Review of Draft Plan and Delivery Strategy; acknowledgements section	Build consensus on draft Plan; ensure that community specific comments are included.	Draft Plan to be reviewed prior to meeting
15 mins (to 9:15)	Air Quality Science Update	Mark progress on dispersion modelling and micro-emission inventory; answer technical questions related to local air quality.	Report from Christine and Ben
15 mins (to 9:30)	Next meeting and agenda	Review New Action Items; Build next agenda.	

If you can breathe, you can make a difference.