



Memorandum

To:	Kispiox District Community Working Group
Date:	Tuesday, May 6, 2003
From:	Laurie Gallant
Subject:	Agenda for May 12 meeting
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Meeting details:

Date:	Monday, May 12, 2003
Time:	2:00 pm to 4:30 pm (informal gathering at 1:45 pm)
Location:	Northwest Community College, Hazelton

Message:

Hello everyone,

An agenda for your meeting is attached. If you won't be able to make the meeting or know of new people that may need some background information, please let me know.

Thanks.

Laurie

If you can breathe, you can make a difference.

Agenda – Kispiox CWG Mon. May 12, 2003 from 1:45 pm to 4:30 pm

Time	Agenda Item	Objective	Resources/Tasks
13:45 OPEN	Arrivals Refreshments available	Informal gathering	Facilitator checks room set up, A/V equipment, last minute issues from Chair or WLAP
14:00 OPEN	Welcome and Introductions Announcements Review of Agenda	Review and refine agenda and objectives.	Agenda. News items relevant to planning process.
14:15 OPEN	WORKSHOP: Emissions Inventory and Dispersion Modelling	Educate and Inform communities on science behind airshed planning.	PowerPoint presentation developed by Christine Rigby; to be delivered by Ian Sharpe
14:30 OPEN	Questions and Answers on Presentation	Build understanding of presentation topic and relevance to air quality goals.	
14:45 OPEN	<i>WISDOM CIRCLE</i>	Hear concerns and ideas from community.	
15:00	BREAK		
15:15	Adopt minutes. Review old Action Items.	Review progress made to date; adapt strategies as necessary.	Minutes from the last meeting.
15:30	CARRY FORWARD: Revisit Terms of References and balance of representation.	Strengthen group capacity.	Revised "Operating Framework" Group membership list.
15:45	<i>REASON FOR BEING 1</i> Airshed plan content - topic of the month: community inventory influence on goals and indicators	Integrate new knowledge and ideas; review work plan and strategy; take one step forward.	
16:00	<i>REASON FOR BEING 2</i> Outreach Activities a) Building Momentum - Katimivik/display - Website/Update - Libraries/Municipal office - Letter to local gov't - Community events? - Media coverage b) Building Sustainability	Review the status and value of outreach activities to date. Updates and new ideas for sustainability of Plan. Create new public messages to build momentum and sustainability.	Update from people involved with each project.
16:15	Next meeting and agenda	Review New Action Items, build next agenda.	

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