



Memorandum

To:	Lakes Community Working Group
Date:	Wed. April 9/03
From:	Laurie Gallant
Subject:	Agenda for the April 23 meeting
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Meeting details:

Date:	Tuesday, April 23, 2003
Time:	18:00 (6:00pm)
Location:	To be confirmed

Message:

Full agendas will normally be sent out a week ahead of time – minutes and background materials sent out last week provided an agenda outline and everything you will need for this meeting.

See next page for agenda.

If you can breathe, you can make a difference.

Agenda – Lakes CWG April 23, 2003

Time	Agenda Item	Objective	Resources/Tasks
17:45	Arrivals Refreshments available	Informal gathering	Facilitator checks room set up, A/V equipment, last minute issues from Chair or WLAP
18:00	Welcome, Introduce Chair, Review of Objectives and Agenda, Adoption of previous minutes.	Review and refine agenda and objectives.	Copy of agenda for everyone.
18:15	Ground rules and Project Communication	Confirm shared expectations and shared norms for an effective meeting	Distribute copy of DRAFT ground rules and communications plan, add to Backgrounder
18:45	Work plan and objectives	Define and confirm tasks, objectives and resources for next 12 months	1. Backgrounder – Projected timeline and Framework for Plan 2. 1999 Airshed Mgmt Plan
19:15	BREAK	Break ☺	
19:30	Presentation on Air Quality Data (Christine Rigby)	Provide scientific data to define present state of air quality; education.	PowerPoint presentation Air Quality Summary and Assessment Bulkley Valley-Lakes District report (distributed last week by e-mail)
20:00	Discussion on present state of air quality: community inventory of issues	Begin to identify community issues, think about Regional issues	Presentation and report, anecdotal information, other. Will likely carry over to next meeting.
20:15	Next meeting and agenda	Review action items, Identify next steps.	Template for meeting record and agenda.
20:30	Adjourn.		

Notes:

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