

In-person PLSR Steering Meetings

General principles

- Each meeting should have specific goals in order to create the necessary structure for the committee's work in the future.
- As much as possible, time together should be used to make decisions.
- "Committee of the whole" discussions provide opportunities to prepare information in order to make decisions at future meetings.

Logistics

- Meetings will be held from 10:00-2:00 every month.
- Most meetings will be in person; as needed, meetings will be held entirely via GoToMeeting as determined by the committee chair.
- In-person meetings will be held at a central location in the state and held consistently at the same location as much as possible.
- While a GoToMeeting option will be available for all meetings, committee members are expected to attend 75% of the in-person meetings in-person.
- The project manager will schedule meetings through April 2018.

Structure of the meetings

- General structure of meetings
 - Committee of the whole
 - Committee planning work
 - General business – ongoing items
 - Determine topic for committee of the whole discussions for upcoming months.
 - Expanded time for public comment, possibly at the beginning and end of meeting.
 - Review new project information for updating toolkit and monthly digest.
 - Steering Committee check-in on how they are doing, along with check in on how we are doing with process principles.
 - Communications review
 - Workgroup updates
 - Subcommittee updates