



Memorandum

To:	Bulkley District Community Working Group
Date:	Thursday April 10, 2003
From:	Laurie Gallant
Subject:	Agenda for April 15 meeting
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Meeting details:

Date:	Tuesday, April 15, 2003
Time:	6:45 pm to 9:30 pm
Location:	Pacific Inland Resources boardroom, Tatlow Road, Smithers

Message:

Hello everyone,

An agenda for your meeting is attached. Minutes and background materials sent out last week provided an agenda outline and a background report on air quality data.

If you won't be able to make the meeting or need directions to PIR, please let me know.

Thanks!

LG

If you can breathe, you can make a difference.

Agenda – Bulkley CWG Tuesday April 15, 2003

Time	Agenda Item	Objective	Resources/Tasks
18:45	Arrivals Refreshments available	Informal gathering	Facilitator checks room set up, A/V equipment, last minute issues from Chair or WLAP
19:00	Welcome and Introductions Announcements Review of Objectives and Agenda Adopt minutes. Review Action Items.	Review and refine agenda and objectives. Review and adopt minutes.	Copy of agenda for everyone.
19: 20	Presentation and discussion: Consensus building and project communications plan - Laurie Gallant, Footprint	Confirm shared expectations and shared norms for an effective meeting	Distribute copy of DRAFT ground rules and communications plan, add to Backgrounder
19:45	Presentation and discussion: Work plan and objectives (menu of issues)	Define and confirm tasks, objectives and resources for next 12 months	1. Backgrounder – Projected timeline and Framework for Plan 2. 1999 Airshed Mgmt Plan 3. CWG Airshed Plan Template and menu of issues
20:15	BREAK	Break ☺	
20:30	Presentation: Bulkley Valley Air Quality - Christine Rigby, Air Quality Meteorologist, MWLAP	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)
21:00	Discussion on present state of air quality: Continuation of issues discussion (community inventory)	Begin to identify community issues, think about Regional issues	Presentation and report, anecdotal information, other. Will likely carry over to next meeting.
21:15	Next meeting and agenda	Review action items, Identify next steps.	Template for meeting record and agenda.
21:30	Adjourn.		

Notes:

If you can breathe, you can make a difference.