

FIRST IMPACTS OF GROWTH SUBCOMMITTEE MEETING

Garrett County Chamber of Commerce
15 Visitors Center Drive, McHenry MD 21541

December 19, 2013

AGENDA

Meeting Outcomes:

1. Get to know the participants and their perspectives
2. Discussions and decisions about operational and housekeeping issues
3. Review subcommittee guidance
4. Review problem statements
5. Assess informational gaps, educational topics and topic experts
6. Prioritize issues and planning

Suggested Reading prior to the meeting:

1. Open Meetings Act on-line training course - http://www.igsr.umd.edu/VLC/OMA/class_oma_intro1.php
2. Robert's Rules of Order - <http://www.rulesonline.com/index.html>
3. Ground Rules – fashioned after the SC ground rules document
4. Subcommittee Guidance document
5. Synopsis of Problem Statements

1:00 – 1:30	Welcome ~ <ul style="list-style-type: none">• Subcommittee introductions – to include what you would like to see accomplished by your participation on this subcommittee)• Identification of staff and their role
1:30 – 1:45	Housekeeping ~ <ul style="list-style-type: none">• Open Meetings Act & Robert's Rules of Order (reading assignments – any questions)• Ground rules of SC – adopt for subcommittee?• Selection of a standing meeting day and time.• Subcommittee Reports & the link back to the SC & other subcommittees
1:45 – 2:45	<ul style="list-style-type: none">• Review of Subcommittee Guidance document• Overview of the charge of the Steering Committee and the charge of the SC to the subcommittees.• Review of problem statements to include identification of information to be considered, information gaps, and topics on which additional education is needed• Identification of additional professional support or topic experts• Prioritization of topics and choosing a focus topic for next meeting
2:45 – 3:00	Public Comments ~
3:00	Adjourn