



CWG (Subcommittee) Agenda

DATE: Mon., Nov. 6, 2023

TIME: 2:00 pm

LOCATION: McMillan Library (McCourt Rm.), Wis. Rapids

- 1. Call to Order**
- 2. Public Comments**
- 3. Chair's Remarks**
- 4. Select member to take / publish subcommittee notes / Select subcommittee chair**
- 5. Consider all facets of upcoming large-group panel discussion including:**
 - **Site selection, set-up, table to gathering attendee information, etc.**
 - **ID Panelists, initial contact**
 - **What costs will be incurred (how to handle)**
 - **Determine date / time**
 - **Moderator**
 - **Format (panelist presentations, Q & A, breakouts, follow-up, etc.)**
 - **Planning in minute detail (microphones, attendants, question selection, etc.)**
 - **Finding media specialist to publicize event in various mediums / at various times, etc.**
 - **Suggested action by attendees (What can they do to assure "clean water"?)**
 - **Follow-up (mailing, another presentation focused on ?, etc.)**
 - **Other**
- 6. Consider items for next mtg. / Determine time, location, & frequency**
- 7. Adjourn**