

**Draft Agenda**  
**Bay Harbor CKD Site Regional Stakeholder Group Organizational Meeting**

October 29, 2009; 1:00 p.m. - 4:30 p.m.

101 E. Lake St. - City of Petoskey Office Building - Community Room, 2<sup>nd</sup> Floor<sup>1</sup>

1. Orientation and Process (50 minutes)

- Welcome - Agency and facilitator introductions
- Review agenda
- Review ground rules for conduct at meetings
- Participant introductions - *Name; group represented; professional or life experience/qualifications that could add value to the RSG process; hobby or area of personal interest*
- Project background and goals for this meeting
- RSG membership - *Are any key stakeholder interests missing from this group?*

10 minute break - *Please speak with two other members you did not know prior to this meeting*

2. Site Update (40 minutes)

- Update on recent site activities
- Agency decision-making process and relation to RSG process; site regulatory framework

3. Opportunity for Brief Observer Comments (10 minutes)

4. RSG Operations and Planning (1 hour, 20 minutes)

- RSG Operating Procedures - *Ready to adopt? If not, create an ad hoc work group for refinement before the next meeting*
- Future RSG Meetings - *Establish a routine meeting date/time/location(s)*

10 minute break

- RSG goals, objectives, and tasks - *Including topics for upcoming meetings*
- Formation of work groups - *Topics, membership, goals and specific tasks, timeline, and deliverables*
- Discussion, prioritization, and agreement on RSG priorities for request of technical and/or educational assistance under TASC
- Review action items, next steps, and assignments

5. Opportunity for Brief Observer Comments (10 minutes)

6. Adjourn

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<sup>1</sup> Call 231-347-2500 for directions

## **Conduct at Meetings**

Participants agree to follow the facilitator's guidance regarding conduct at meetings and agree to adhere to the following guidelines:

- Be on time.
- Listen as an ally, not as an adversary. Listen with an open mind and heart.
- Speak one at a time; interruptions and side conversations are distracting and disrespectful.
- Be concise. Speak only once on a particular issue, unless you have new or different information to share.
- Ask for clarification; do not assume you know what someone means.
- Disagree respectfully and openly, not in private.
- Focus on the issue, not the speaker.
- Treat each other with respect as you would like to be treated.
- Allow all members to participate equally; avoid dominating.
- Honor time limits.
- Turn off all beepers and cell phones; take or make all calls outside the room.