



MCAB MEETING AGENDA

Meeting Description: Boulder County Mosquito Control Citizen's Advisory Board

Results Desired: Information Sharing/Action

Date: Tuesday, April 19, 2016

Location: BCPH – Baltic Room
3482 Broadway
Boulder, CO 80304

Scheduled Time			Actual Time		
Start	Stop	Total Hours	Start	Stop	Total Hours
6:00 PM	7:30 PM	1.50			
Persons Attending					
MCAB	Martin, Richard, Susan, Rick, Brian, Elizabeth, Chip, Michael				
BCPH	Lane, Marshall				
OtterTail	Joe Cox, Heidi Gerstung, Mel Kyer				
Guests	Deb Gardner (BOCC)				
Ground Rules					
1	Each member will share responsibility to facilitate meetings [See Facilitation Schedule]				
2	Agenda will be distributed the Friday before the meeting. Facilitator of meeting will solicit agenda items one week prior to the agenda distribution date				
3	Use email to share information and important updates prior to meetings				
4	Start meetings on time. 6:00-6:15pm will be reserved for dinner, social time, and round table discussions.				
5	Follow time limits and items on agenda				
6	Listen, respect others, contribute, and speak up if discussion gets off topic				
7	Contractor shall attend only the first half of the meeting provide updates, reports, and answer operational questions unless invited to remain for entire meeting.				
8	Wrap up meetings with clear statements of next steps				
9	Finish on time.				
10	Meeting minutes sent to members by the Friday following the meeting.				
Discussion Items					Mins
1	Dinner				15
2	OtterTail Update – Joe				10
3	Discussion w/ Commissioner Gardner re. RFP development				60
4					
5					
6					
7					
Next Meeting Date: May 17, 2016					

Minutes

Location: BCPH

Facilitation Schedule 2016

March	Marshall
April	Martin
May	Richard
June	Susan
July	Rick
August	Brian
September	Lane
October	Marshall

MINUTES: