

**PGDP Citizens Advisory Board
Community Outreach
Meeting Summary
January 11, 2005 * CAB Office**

CAB Members Present: Rhonda McCorry, Chair
Barry Eadens
Shirley Lanier

Support Staff Present: Jeannie Brandstetter
Kim Crenshaw

The meeting was called to order at 6:15 p.m.

Agenda Items

- Speakers Bureau
 - Review of Presentation Outline – Barry Eadens
- Community Survey
- Review *CABfare* Articles
- Membership
- Workplan Updates/Reports
- Next Month's Agenda
 1. Web Site
 2. Speakers Bureau – Draft Presentation
 3. Community Survey
 4. Workplan Updates/Reports
 5. Next Month's Agenda

The meeting adjourned at 7:30 p.m.

Action Items

1. Staff will develop a draft script and power point slides for the Speakers Bureau presentation at the February task force meeting. *Complete, 2-7-05.*
2. Staff will identify resources available to develop an effective community survey. Contact surrounding community colleges and universities for participation in creating a survey.
3. Staff will research costs for direct mailing and newspaper inserts for *CABfare* newsletter. *Complete, 1-12-05.*
4. Staff will provide membership criteria at January Board meeting for updates. *Complete, 1-20-05.*
5. Staff will develop a log to track public questions and requests to ensure a response is provided. *Complete, 2-8-05.*
6. Staff will contact other sites for ideas on a community survey. *Complete, 2-2-05.*