



Steering Committee Meeting

Friday, December 7, 2012 9:30 am – 12:00 pm

California Department of Public Health, Richmond Laboratory Room C-160
850 Marina Bay Parkway, Richmond, CA 94804

Online meeting link (password = carpa12):

<https://cdph-ooa.webex.com/cdph-ooa/j.php?ED=217392737&UID=1367678032&PW=NNWM3NjFiZDli&RT=MiM0>

Conference call number: 886.745.6103 Passcode: 988757564

Agenda	
Time	Topic
9:30am	Introductions and Welcome – John and Shelley <ul style="list-style-type: none"> ▪ Introductions; additions to agenda; review and approve Oct 26, 2012 minutes
9:40am	Steering Committee Business <ul style="list-style-type: none"> ▪ Follow-up on any outstanding items
9:50am	Review of Recent Emergency Incidents and Upcoming Trainings <ul style="list-style-type: none"> ▪ Arrangements for a AirNowTech training webinar early 2013 by STI ▪ Announcements and follow-up of any outstanding items
10:20am	Subcommittee Report-outs <ul style="list-style-type: none"> ▪ Data – John and Charles <ul style="list-style-type: none"> - Report out on Data Sharing conference call - Other Meetings and Activities ▪ Data to Message – Libby & Joe <ul style="list-style-type: none"> - Upcoming Meetings and Activities ▪ Message to Audience – Lori & Deb <ul style="list-style-type: none"> - Upcoming Meetings and Activities
10:45am	Bio Break
10:55am	2013 Summit Planning – Heather Williams with group <ul style="list-style-type: none"> ▪ Review and approval of Save the Date card <ul style="list-style-type: none"> - Discuss plans for marketing - Discuss website ▪ Discussion sponsorship levels, packet, and outreach <ul style="list-style-type: none"> - Working sponsored presentations into Summit agenda ▪ Meeting venue <ul style="list-style-type: none"> - Activities envisioned for each space (courtyard, parking lot, ballroom, reception, Napa and Modoc hall classrooms, networking spaces) ▪ Assignments and Project Plan with dates
11:50am	Review of action items and set next meeting date / location
12:00 noon	Adjourn