

AGENDA NOTE - HRPDC ANNUAL RETREAT

ITEM #6: AGENDA NOTES/MEETING TEMPLATES

SUBJECT:

HRPDC meeting agendas and presentations – format style and content.

BACKGROUND:

Mr. Dwight Farmer will review the structure of the one page agenda notes. He will also outline the proposed concept behind HRPDC staff powerpoint presentations at the monthly Commission and Executive Committee meetings. The HRPDC staff believes that it is particularly important that these meetings involve discussion among the Board members and is attempting to structure the agenda notes and presentations to facilitate Board discussion.

Discussion among the Board members on their expectations and preferences concerning staff briefing materials and presentations is requested.