



**Environmental Assessment and
Environmental Planning Process**

Defining Environmental Assessment

What does the word “environment” mean?



Tununak River
Photo Courtesy Desirae Roehl



Photo Courtesy Native Village
of Port Graham

An elder best described the word environment as “everything outside of your body.” The word environment has different meanings to different people. Another definition of environment is everything that surrounds us, both living and nonliving. This includes plants, animals, earth, mountains, ocean, air, weather and sky. To many traditional cultures, the environment includes the natural world and spiritual world, and the connections between these two worlds.

For example, in Yupiaq the word *ella* is the closest translation to the English word environment. When *ella* is combined with different Yupiaq words, it can mean weather, world, creative force, god, or awareness.

“This we know: the earth does not belong to man, man belongs to the earth. All things are connected like the blood that unites us all. Man did not weave the web of life, he is merely a strand in it. Whatever he does to the web, he does to himself.” Chief Seattle, Chief of the Suquamish Indians

What is an “assessment”?

An assessment is the result of carefully looking at something and making conclusions based on what you see. In other words, an assessment is the result of **analyzing** and **evaluating** something. Analyzing something involves making careful observations. Evaluating something involves making a judgment or opinion based on what you see and know to be true. For example, before crossing a river on a snowmachine in the winter, you would analyze how thick the ice is and then make a judgment, or evaluate, whether the river would be safe to cross.

What is an environmental assessment?

An environmental assessment is an analysis and evaluation of your surroundings. This may include plants, animals, air, earth, and water. For example, in Galena there is an old military site. When doing an assessment of the site, the community analyzed how many barrels of contaminants (dangerous or toxic materials) existed, the contents of the barrels, and how long the contaminants had been there. After analyzing the site, they evaluated the possible impact that the contaminants could have on human health and the environment. After all of the information is gathered the assessment is usually presented as a report or other document.

There are many ways to complete an environmental assessment in your community. In the past you may have attended other solid waste or community planning trainings that taught you a method for conducting assessments. One way that an assessment can be done is by involving the whole community and using surveys. This method is outlined in this manual using two different surveys to gather information to make a general environmental assessment of your village. Although the manual teaches two specific survey methods, an environmental assessment can also be completed by intensive interviewing, research, producing a video, hiring a contractor or a combination of different methods.

Where do environmental assessments fit into environmental planning?

Environmental assessments are generally done in the beginning stages of the environmental planning process described in this manual. Step 3 “Define your community’s needs using environmental assessment surveys,”



Environmental Planning

What is “environmental planning”?

Environmental planning is a process of identifying, assessing and coming up with solutions to environmental issues. The goal of environmental planning is to improve the quality of the environment and the health and welfare of people.

Environmental planning in a community can be approached in a number of different ways. Described in “Village Environmental Planning Steps” on pages 10 - 22 is an approach to planning that uses the two surveys - the Technical Environmental Survey and the Village Environmental Planning Survey.

Because community issues differ in values, tradition, and culture - the same approach to environmental planning may not work for every community. Some processes already exist that work well in a community. If your community has an approach to planning that works, then use it!

Talk with people in your own community and people from other villages to find out how they have approached environmental planning. Many villages in Alaska are doing extensive environmental planning and may be able to provide you with helpful advice and technical expertise. Networking between rural communities about environmental issues and community successes will strengthen the local government’s ability to achieve its own goals and maximize its use of resources.

What is “community-based environmental planning”?

It is planning that is performed by local individuals and groups in the community to address the community’s environmental concerns.

Village Environmental Planning Steps



Village Environmental Planning Steps

Step 1: Put together a planning team



The first step in village environmental planning is to find community members who have concerns about your community's environment, health and wellness. Involving community leaders, as well as a variety of people will give more complete input into the planning process. Your planning team may include youth, elders, teachers, health aides, business owners and other concerned residents. Invite people to join your planning team and hold regular meetings to discuss all environmental and health concerns each team member may have. It is important to listen to all concerns. Some may not need

immediate attention, but addressing all concerns is a necessary step in creating a sense of ownership for the planning team and the community.

Planning teams are leaders who have a responsibility to promote the health and safety within a community. The following lists some basic topic areas - but feel free to add anything that you and your team feel are important for your community:

Health - personal behaviors and our relationships have a direct effect on our health.

Safety - how often we participate in community functions affect how safe we feel.

Environment - everything we do everyday impacts our environment.

Economy - we are our most reliable source for our community's economic growth.

Food - we can improve our health by eating foods we grow locally, they are free from additives, preservatives and processing.

Children - youth learn skills and traditions from our examples. Involve our youth so they become effective residents and leaders.

Care - only we can provide this freely given commitment from the heart.

As a planning team, it's important to remind yourself why you are involved, and why you are concerned about your community's wellness. Sharing the stories from past projects and programs is a great way to remind your planning team why you are there and what you are working for.



Involving children in environmental planning is not only educational, but insures that environmental planning will continue with future Generations
Napaskiak 2011

When soliciting your team posting an announcement in public areas of town can be effective. It may be helpful to create a short application, asking people why they are interested in being part of the planning team and to gather other important information. Once all of the applications are turned in, your tribal council can make the selection of final team members. A planning team is most effective with a team of 5-10 people. Selecting one or two individuals to take the lead role is essential. The leader(s) will be responsible for organizing meetings, creating meeting agendas, taking notes, and keeping the rest of the team on track. The planning team leader(s) may also be in charge of overseeing planning surveys which will be discussed later in the manual.

Community members to consider on your team include

Community Decision Makers:

- Village elders
- Chief
- Mayor
- Village Council Members
- Health Board Members
- Regional Board Members
- Village Corporation Board Members
- Youth representatives

Other Key Community Members:

- Environmental staff / planner
- Water Operator
- Village Sanitarian
- Local Health Aide(s)
- AmeriCorps Member
- School officials
- Business owners.
- Concerned residents- both youth and adults
- Community association members
- Emergency response people
- Village safety officer
- Others?



Courtesy Alaska Native Health

Once you identify a team of interested people, present the idea at the next village or traditional council meeting. Ask the council to officially form a “Village Environmental Planning Team.” The planning team can decide when and how often to meet.

If you have any funding available, some communities have provided a small stipend to each planning member following each meeting, as opposed to using the money to hire a contractor to create the plan for them. This creates an incentive for each person to attend all meetings and keeps the funding in the community.

A sample Environmental Planning Team application, meeting announcement and agenda are on pages 23-26 of this manual.

For many people, one of the most nerve-racking things we can do is facilitate a group. We think we can't do a good enough job, or that we don't have the right answers, or that we won't be able to lead the group through everything that needs to be done. In reality, that's not what facilitating a group is about, instead, facilitating is all about creating a discussion.

A facilitator's goal is to encourage and challenge people to think about and discuss a topic in a safe space for sharing and listening to everyone's thoughts and ideas. One of the best skills to have as a facilitator is not to have all the answers but to be able to ask all the right questions. The right questions are usually open ended and are followed up with questions that trigger personal opinions.

For example: What do you think are the most important environmental issue in your community?

Thinking about the environmental issues and about your Community. What do you think you can do to help address some of the issues?



Facilitator Tips

1. Prepare:

- Have your topic, questions and ideas ready before the meeting. Have an agenda.
- Know your material and use humor and personal stories so you won't easily forget what to say.
- Spend time imagining yourself as relaxed and successful as you facilitate.
- Show up early to get an idea of the room and to get to know your group.
- Enlist someone to observe your meeting and make suggestions to you for future improvement.

2. Relax:

- Realize that 90% of nervousness like sweaty palms or a faster heart beat doesn't show.
- Take a few deep breaths. When we are nervous we take shallow breaths which causes us to speed up when we try to talk.
- Look at the group. Make eye contact with a few friendly faces and smile, it will put you both at ease.
- Be excited about your topic. If you are not, no one else will be either. If you give the group energy, they will give energy back to you.

3. Be Present:

- Instead of rushing through to the end, take your time your group wants you to be interesting, motivating, informative and entertaining.

Step 2: Develop a vision for the future

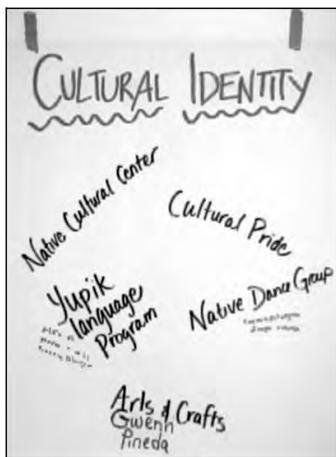


A vision is a long-term goal or dream. A vision carries a powerful message that is based on the culture and values of the community. Before a community begins environmental planning or any other type of planning, the planning team gathers with community members to develop a vision for the future of the community. **A vision is a dream of what is possible. It is an overall picture of what the community wants to be and how it wants to look in the future.**

For example: a community's vision could be that all children in the village are healthy.

Be daring with your vision. You may not be able to achieve everything you set out for, but your vision will give you a focus and direction. Keep in mind that villages grow with time. Vision your community with twice the amount of people, twice the number of homes, twice the 4-wheelers, and twice the fishing boats on the river.

*"Our leaders were instructed to be men of vision and to make every decision on behalf of the seventh generation to come; to have compassion and love for those generations yet unborn."
Chief Oren Lyons*



Accomplishments identified at a community "visioning" meeting in Aniak
Photo Courtesy Bill Stokes

A key element in developing a vision is community involvement. **All community members need to be invited to participate in all stages of the visioning process.** Future projects will have greater support and success if the community is involved. Encourage children, adults and elders to participate. Involving all generations will bring a valuable exchange of information and ideas. There are many other effective ways to get the community involved in visioning other than holding community meetings. For example: the community of Galena communicates their hopes, concerns, fears and priorities to the environmental planners through informal discussions that take place around the village offices, the post office, during river trips, in school classrooms and while just walking around town. The community has chosen to be involved in environmental planning in a way that fits easily into their daily routines.

Developing a vision

Where did we come from?

Developing a vision begins with thinking about the values and beliefs of your community and determining which beliefs are important to the local way of life. For example: the Koyukon people's way of looking at the world traditionally viewed wasting any part of a plant, animal or other resource as disrespectful. Because of this, waste was not allowed.



Illustration by Natalie Garber

Which values, beliefs and ways of looking at the world are important to people living in your community today? Do community members practice these? Using this knowledge keeps valued traditions and lifestyles alive and respected by community members.

Where are we now?

The next step in visioning is to build a picture of the community - identify what works for the community, what does not work, and what items are valued. Later, this picture will help create your vision.

One way to involve the community at this stage is to ask the question: "What environmental issues are of concern to the community?" Ask people to come up with all the environmental issues that are relevant to the village. Make a list of these issues. Make sure to write every person's comment on the list.

Examples of concerns that may appear on the list include: too much garbage in the village, dust from the roads, and polluted river water. Later, you can use this list as a guide when developing a survey. Once you have all of the issues on a list, you may want to group similar issues together to shorten your list if necessary.

The Village of St. Paul used a similar approach to identify the cultural strengths of the community in an effort to do culturally sensitive economic planning. They used a video to document what people saw as cultural strengths. Some of the strengths identified were the importance of women cooking for large groups, and the fishing knowledge and experience of the men. After building on the fishing knowledge of the community, St. Paul developed a successful halibut industry.

COMMUNITY RELATIONS TIP

Make sure all concerns that are brought up by the community are addressed. Hard feelings will result if individuals' concerns are not acknowledged.

Where are we going?

The next step in developing a vision is for community members to look at the direction the community will go if certain practices are not changed.

For example, a village that currently benefits from commercial fishing may feel that the future fish population will be harmed if the harvest continues at the same rate.

This is an important step to determine whether the community is headed in a direction that does not harm the people or the environment. In other words, will present actions threaten the community's ability to survive or support itself in the future? If so, the community will need to consider alternative actions.



Illustration by Natalie Garber

Where do we want to be?

Once you have looked at the past, where you are now and where you are going, the next step is to decide where you want to be in the future. This is your community's vision. **A vision is made up of a community's hopes and dreams.** It describes a picture of what the people want to see happening in the future. A community's vision is arrived at through community consensus, or agreement, and then written down in a statement. This is called a **vision statement**.

It is important for the community to aim for a method of decision-making where everyone's input matters. Consensus is only reached when all people agree on a certain issue. We need to hear each voice if we are truly striving for a people-driven, community-based approach to environmental planning. Use the vision statement to guide your community throughout the process of environmental

planning. You will need to reevaluate the vision over time. Vision statements may change as the community changes.



Courtesy Alaska Native Health Board

THE VILLAGE OF ILIAMNA'S VISION STATEMENT

Through individuals working together for a better community, Iliamna will maintain the quality of life where residents and visitors will respect the people, land, resources and culture.

Step 3: Define your community's needs using environmental assessment surveys



This step in community-based environmental planning is the main focus of the surveys in this manual. You will be able to identify some of your community's environmental needs using the environmental assessment surveys.

Once an environmental planning team has been established and has met with other community members to develop a vision, the next step is to identify the needs and desires of the community. Consider the consequences of mining and ecotourism, backyard burning or the impacts that climate change may have on your communities future.

Technical Environmental Survey (TES)

The Technical Environmental Survey is conducted by one or two people, typically the people in charge of developing the plan. The Technical Survey will help you become familiar with and identify some environmental issues in your community. The Technical Environmental Survey is a series of questions concerning drinking water, wastewater, solid waste, fuel storage, air quality, energy usage, climate change and emergency preparedness. For example: one question on the survey asks whether there is a place in the village for residents to store used oil. If the answer is 'no,' it indicates a problem. By completing all of the questions you will become more familiar with different environmental issues your community may have.



Combine the information you gather from the Technical Environmental Survey with information you get from other sources such as technical reports, prior surveys conducted or previous assessments. The more information that you gather about the environmental condition of your community, the more complete picture you will have of the local environmental issues that can negatively affect the local environment and human health.

The Village Environmental Planning Survey (VEPS)

Once you have developed a vision for the future and are familiar with possible environmental issues in your community, the next step is to have your community identify and prioritize the environmental issues. One way to identify and prioritize environmental issues in your community is to survey the entire community - so everyone has the opportunity to provide input, support, knowledge and understanding of the issues. You can use the Village

Environmental Survey in this manual as a model, You should add or delete issues from the survey based on issues specific to your community. Each and every person in the community should be encouraged to participate. Start by creating a checklist with everyone in the village on it, then make it your mission to get completed surveys from each person on the list. Taking the survey door to door and asking each person if they have a few minutes to complete it, usually helps to get a higher participation rate. If the person doesn't have time, ask them when a better time would be and let them know that you'd be back.



Many villages rank their landfill as a high priority
Photo Courtesy Oxcenia O'Domin

Once both the Technical Environmental Survey and the Village Environmental Survey are complete, compare the issues identified. For example: The technical survey could show that there are few or no problems associated with drinking water but with the village survey the community may have identified drinking water as the most important issues. This would tell you that more community education is needed.

Although, in person surveys are often more time intensive, they allow you to explain why the survey's being done, allows you to answer any questions they may have and results are immediate.

Involving the community

It is important to review the results with everyone. Individuals can see which environmental issues that the community identified as most important (*Village Environmental Planning Survey results*). You will learn more about the Village Environmental Planning Surveys and compiling results in this manual.



Brenda Trefon and youth from Kenaitze Indian Tribe educating during an Elders Potlatch
Photo Courtesy Desirae Roehl

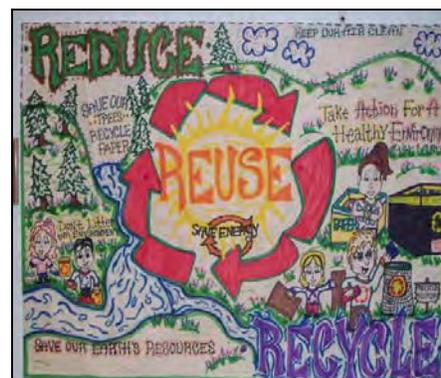
One way that you can present the results of the survey to the community is during a community meeting. The information can also be presented using newsletters, radio announcements, fliers, posters, etc. Any approach that effectively brings the information back to the community is useful. Think of a system that would work best in your village for getting the environmental news and information to the community. The information in this manual can help guide you through explaining the results of the survey to your community. The explanations can also be helpful when preparing an environmental assessment or work plan for your community.

Education is a very important part of the planning process.

The Technical survey may identify problems associated with some issues even if the community identified certain issues as lower priorities on the Village Environmental Planning Survey. For example: the community ranked the landfill number 6 in order of priority on the Village Environmental Planning Survey and The Technical Environmental Survey results identified the following issues associated with the landfill:

- No operator for landfill
- No Fence around the landfill
- Uncontrolled access to the landfill
- Lead-acid batteries and other hazardous Materials in the landfill
- Large pools of water in the landfill
- Animal scavenging at the landfill
- No community education programs about solid waste.

People in the community who did not see the landfill as an environmental health problem at first may feel different once they understand the health hazards associated with a poorly managed landfill. Because some serious issues associated with the landfill were identified with the Technical Environmental Survey, the community’s viewpoint may change on the issue. In other words, the results of the Technical Environmental Survey can be educational and may alter some of the perceptions identified in the Village Environmental Planning Survey.



COMMUNITY RELATIONS TIP
Be accountable to the community. If you make promises, make sure you fulfill the promises or you will lose your credibility.

Step 4: Identify possible solutions



After the community identifies, prioritizes, and discusses the environmental issues from both surveys, it is time to find solutions. At this step, it is important to determine all possible solutions to the problems identified and the costs to carry them out. Involving your community throughout the entire planning process and educating them on environmental issues will better prepare community members to help find solutions.

Involve community members - both children and adults - as much as possible when identifying solutions. Connecting the young people to real issues in the community builds a stronger educational experience and benefits the community. It is very important to consider all of the solutions suggested. Every idea is a good idea and every person participating should feel that their ideas are valued. When it comes to implementing a solution, all suggestions can then be evaluated more thoroughly. Both short-term and long-term solutions should be included. For example, waste education may be an immediate solution to an out of control landfill, compacting the landfill may be a short-term solution, while opening a new landfill may be a long-term solution.

Remember to network with other communities when identifying solutions. There maybe other villages that found workable solutions to similar environmental problems. Knowing solutions that did not work is also helpful. Your EPA IGAP Project Officer, Regional Health Corporation, or Native Association may be able to connect you to villages with similar issues.

BATTERY RECYCLING

For the most up to date storage and collection information contact Total Reclaim in Anchorage or visit <http://www.totalreclaim.com/alaska.html>



A simple solution for keeping batteries from polluting the landfill
Photo Courtesy Bill Stokes



Battery recycling in King Cove
Photo Courtesy Desirae Roehl

Step 5: Put the plan together

Now that you have worked with the community and developed a vision statement, a consensus over perceived environmental issues, a list of environmental problems and needs, and possible solutions, it is time to produce your environmental plan.

Environmental plans are developed to help lay the road map for the goals or priorities that the community has identified in the area of environmental protection and health.

It is important to put the plan down on paper. A sample format of a Tribal Environmental Plan is on page 23. This will help ensure that the issues identified will still be visible even if there is a turn over in staff. A written plan will help current and future staff identify areas of concern and to determine if work still needs to be done. Many granting agencies also require some sort of plan when applying for funding.

Some things to consider when setting priorities for action include:

- What support is needed?
- Which solutions involve short-term projects and which involve long-term projects?
- Are any issues beyond the ability of the village to control?
- What is the cost?
- Which issues are simple to solve?
- Are volunteers available to carry out tasks?

The plan should focus on the highest environmental health priorities identified by the community. You want to solve as many of the urgent problems as possible using the resources available in your village. Although it's important to put the highest priority plans at the top of the list, keep in mind that you may be able to address some less urgent issues with limited resources.

For example: sanitation presentations at the school are a simple goal to achieve. Consider simple achievable goals when prioritizing issues. Pay special attention to any solutions that can address more than one problem at a time.

Once you have determined the goals or priorities that make up your environmental plan, the next step is to break the goals down into smaller, more manageable steps. For example: if one goal is to begin a recycling program, you can break this down into smaller actions:

- Raise awareness of problems with landfill
- Begin a solid waste/recycling education program
- Identify volunteers to assist with recycling program
- Set up a system to collect recyclables
- Put together a recycling committee



Step 6: Carry out your plan

The next step in the planning process is to put your plan into action. This involves:

- Developing a timetable for when you would like to accomplish tasks. Consider community members who need to be available for each task. If necessary, plan to carry out tasks when people are not away fishing, hunting or gathering.
- Determine the costs to carry out the plans and where the funds will come from.
- Determine who will be involved in accomplishing each task (i.e. local government, individuals and outside organizations.)



Keep in mind that your village plan is comprehensive and will include many issues that may take several years to address. Don't let it overwhelm you and remember that it will take time.

Use your plan to help you figure out what to write into grant proposals. For example, use it to help when developing your work-plan activities for the EPA Indian General Assistance Program (IGAP) grant.



Savannah Yatchmeneff tests out the recycle bins crafted out of old fish totes in King Cove
Photo Courtesy Desirae Roehl & Agdaagux Tribe of King Cove

Step 7: Evaluate your plan



After you produce and carry out your plan, it is important to measure how well it worked and make any changes necessary to improve the plan. Develop a good monitoring system that guides workers/volunteers in measuring accomplishments. This way you will know if the actions taken have been successful or effective. One of the easiest methods for keeping track of work preformed is to take digital photos before and after any work is done. Perhaps a community environmental advocacy group could be formed to monitor the progress of the projects. This will motivate the workers as well

as provide the necessary checks and balances. An ideal monitoring system uses input from all age groups from both within and outside the community.

Outside consultants can be useful in evaluating a plan. However, in order for your planning efforts to continue and be supported by future generations, it is essential for your community to be involved with designing the evaluation plans. This creates community ownership of the plan.

An environmental plan is constantly changing. Once you have reached the point of evaluating your plan, the whole process begins again. Environmental planning is a continuous cycle. You will need to revisit your vision and the needs of the community over time. The needs of the community will change; however, the community's vision may or may not remain the same.

The Agdaagux Tribe of King Cove developed their Comprehensive Community Environmental Plan in 2004 and updated it in 2007. A 2011 update is almost complete which includes issues that have been addressed and new issues that may have emerged since the plan was originally created. Their original and updated plans can be viewed on the ANTHC website at: <http://www.anthc.org/chs/ces/hve/example-environmental-plans.cfm>

COMMUNITY RELATIONS TIP

Give constant feedback to the community. In order to build the community's trust, they need to be informed of both good and bad developments at every step.

Sample Format of a Tribal Environmental Plan

The following outline includes different components a Tribe may consider including in their environmental plan. There is no requirement that this particular format be used.

I. Introduction

- A. Geography, History and Current community information - Briefly describe location, access and history of the community, current number of residents, current number homes, major industries, etc.
- B. Purpose, Goals and Vision Statement - Describe the purpose of the Environmental Plan and identify the goals of the environmental program.
- C. Environmental Program Description - Briefly describe the environmental program. Include it's available resources (number of staff, current grants, technical expertise and roles and responsibilities within the Tribe.)

II. Prioritized Environmental Issues and Solutions

- A. Urgent Environmental Issues # 1
 - 1. Briefly describe a high priority environmental issue.
 - 2. Feasible Solutions: describe the strategy the Tribe will take to remedy this problem and the feasible solutions that were identified during the planning process.
 - (1) Solution #1
 - (2) Solution #2
 - (3) Solution #3
 - 3. Resource Needs and Potential Resources - Describe the technical and financial resources needed to implement the identified solutions and how these needs will be met. Identify the actual and potential funding sources and technical assistance available to accomplish the identified solutions.
 - 4. Identify who will be responsible for following through with each solution identified. Create a timeline for completing each task.
- B. Urgent Environmental Issue #2
- C. Urgent Environmental Issue #3
- D. Urgent Environmental Issue #4

III. Appendices

May include completed Village Environmental Surveys and results, meeting notes, project photos, educational material and any other Plans (Recycling Plan, Solid Waste Management Plan, Emergency Preparedness Plan etc.)

Sample Environmental Planning Team Application

The following includes some sample questions that you may consider including in an application to recruit your environmental planning team committee members. There is no requirement that this particular format be used.

Environmental Planning Team Application

Thank you for your interest in becoming a member of our local Environmental Planning Team. We will contact you once all applications have been received and reviewed.

Please return this application to the Environmental Office.

Name	
Address	
Phone Number	

What concerns you about the Environment?

Why do you wish to become a member of the Environmental Planning Committee?
(very important question)

What do you think is most important to the community?

What do you feel are the duties and responsibilities of and Environmental Planning Committee?

Will you make every effort to attend all scheduled meetings?

Sample Announcement for Seeking Environmental Planning Team Members

The below example includes different components a Tribe may consider including in their meeting announcements to motivate interested community members into joining their planning team. There is no requirement that this particular format be used.

RAVEN TRIBE IS SEEKING MEMBERS FOR THE ENVIRONMENTAL PLANNING TEAM

Do you care about the health of our village?

If so, you may be interested!

Raven Tribe is looking for 5-10 community members to participate in the village environmental planning process.

Applications can be picked up at the tribal office.

Application Deadline: _____

If you have questions contact the Raven Tribe Environmental Department



Sample Environmental Planning Team Meeting Agenda

The following sample agenda includes different components a Tribe may consider including in their meeting agenda to provide structure for their planning team meetings. There is no requirement that this particular format be used.

Environmental Planning Committee Meeting

Tuesday, May 22, 2012 at 7:00pm

Tribal Office

AGENDA

Call Meeting to Order

Welcome and Introductions

Roll Call

-
-
-
-

Vision Statement Development (meeting 1)

Identify Community Environmental Issues (meeting 1 or 2)

Let's do some brainstorming. We don't want to leave out any current issues or issues that we think might arise.

Environmental Survey (meeting 2 or 3)

Our environmental staff created a draft survey. We need to edit it and get it into final form so we can get started.

- Is there anything we need to add?
- What other information would be like to get from the survey?

Next Meeting

During our next meeting we will go over the survey results and start brainstorming solutions to some of the problems. This will be a very thorough process, be thinking of some solutions to some of the issues. We will discuss them at the next couple of meetings.

Closing Thoughts, Comments & Questions

Committee/ Staff

Schedule Next Meeting