

COASTAL GROUP MEETING

March 23, 2012 ~ 10:00am – 2:00pm
Port of Grays Harbor Commissioner Meeting Room
111 S. Wooding Street Aberdeen, WA
Call-in Number: 509-335-4700
ID: 3333#

AGENDA

THE MEETING'S GOALS

- Develop a common understanding among the members on the history and structure, of the group.
- Agree on purpose, roles and responsibilities.
- Establish ground rules and operating procedures.
- Decide on action priorities.

9:30am	Coffee and Treats	Everyone
10:00am	Welcome & Introductions	Everyone
10:30am	Review Agenda & Ground Rules	Amanda Murphy /Everyone
10:45am Murphy	Background & Overview	Eric Delvin/Jennifer Hennessey/Amanda
	<i>1.) Eric Delvin, TNC and Jennifer Hennessey, Ecology will provide an overview of the events that led up to today's meeting to:</i>	
	<ul style="list-style-type: none">• <i>Orient individuals who were not involved in the discussions leading to the formation of the group.</i>• <i>Develop a common understanding among the members.</i>	
	<i>2.) Amanda Murphy will outline the common themes from the interviews she conducted.</i>	
	Questions/Comments from Members	Everyone
	<ul style="list-style-type: none">• <i>Are there any questions of clarification on the history and background? Are there any questions or comments on the draft assessment document?</i>• <i>Is there agreement on the group's future direction?</i>	
11:20am	Group Operating Procedures	Everyone
	<ul style="list-style-type: none">• <i>Review, discuss and agree on the name, purpose, scope, decision making process, and leadership of the group.</i>	

12:15pm	Lunch <ul style="list-style-type: none">• <i>After a ten minute break, we will resume our meeting over a “working lunch”.</i>	
12:25pm	Priority Issues& Discussion <ul style="list-style-type: none">• <i>The purpose of this exercise is to identify a list of our top priorities and to discuss how we would like to proceed in addressing them.</i>	Everyone
1:45pm	Next Steps <ul style="list-style-type: none">• <i>Review meeting decisions, agreements, and achievements.</i>• <i>Review Action Items.</i>• <i>Are there issues or unfinished business that needs to be addressed at the next meeting?</i>• <i>Public Comments?</i>	Everyone
2:15pm	Adjourn	

DISCUSSION GROUND RULES

In order to ensure that the Group's discussions and deliberations are efficient, productive and civil, the Group, Ecology, neutral convener, and government liaisons all agree to abide by the following discussion ground rules. The Group grants the neutral convener and chair (if used) the permission to remind the group of these ground rules when needed.

Be Respectful

- One person speaks at a time; listen when others are speaking, avoid interrupting and side conversations.
- Keep comments brief so everyone gets a chance to share their thoughts and don't repeat or rephrase what others have already said. Avoid dominating the discussion.
- Hear and respect minority opinions.
- Silence cell phones and refrain for using laptops during the meeting, except to take notes.

Be Constructive

- Acknowledge that all participants bring with them legitimate purposes, goals, concerns and interests, whether or not you are in agreement with them.
- Act in "good faith," seeking to resolve conflicts and identify solutions. Come with the sense that this is a gathering of bright minds working toward a common goal.
- State concerns and interests clearly, listen carefully to and assume the best in others. Leave negative assumptions and attitudes at the door.
- Share comments that are solution focused, rather than repeating past discussions.
- It is OK to disagree; it is not OK to make personal attacks or slanderous statements.
- Minimize the use of jargon and acronyms, define and explain when used.
- Work towards consensus. Be willing to compromise.
- Ask for clarification when uncertain of what another person is saying. Ask questions rather than make assumptions.

Be Productive

- Begin and end meetings on time.
- Respect time constraints.
- Adhere to the agenda as much as possible, focusing on the subject at hand.
- Volunteer for the tasks at hand.
- Bring a sense of humor and have fun.