

July 17, 2014, 3:00-5:00 p.m.

### Agenda

Meeting Purpose: To meet the new AOC Coordinator. To discuss the status of the boat tour that is planned for September. If moving forward to with tour, develop an action plan.

#### Topics

➤ Meet new AOC Coordinator(Megan O'Shea)

Meeting goal: to learn about Megan's background and her role in the AOC.

➤ Review status of September boat tour

Meeting goal: to come to agreement about whether we can successfully pull off the boat tour for September. To develop an action plan if we agree that the tour should proceed.

Handouts: **Scope of Work for the Outreach Giveaways** and **Scope of Work for AOC Boat Tour 2014**

Reminder about lobbying or political advocacy

Action items:

#### Canoe tour

- CAC Canoe Tour is August 18 from 2-5. All CAC members present at meeting confirmed they would attend.
- **Janet, Chuck, Jeff, Vicky, Matt Kriese, and Megan** will meet at the DNR office July 28 at 1 p.m. to determine the specifics of the route.

#### Boat tour

- The group indicated that they wanted to proceed with the boat tour. Megan recommends convening an ad hoc planning committee (see attached e-mail message) to assist in coordination of the event. **The regular CAC meetings are postponed until further notice, due to the focus on the upcoming boat tour and other CAC events.**
- **Megan** is checking with DNR Public Affairs person to determine if he has any recommendations about holding a press conference ahead of time or in putting together the media release. She will get back to the larger group.
- **Julia and Annette** worked on the text for the brochure based on the ideas that were discussed at the Outreach Committee meetings. Please send to **Megan** for review.
- **Megan** confirmed that we do have a reservation for the boat for Sept. 16 from 3:45 till 5:45. There are enclosed areas on the boat, which holds 137, in case it rains, and there will be a cash bar available for attendees to purchase snacks and beverages.
- **Annette** will send out the revised invite list to **Nic and Angela** sometime the week of July 21<sup>st</sup>. Once that list and the invite are finalized, the goal is to send out the invite the following week.
- **Julia** will look into whether Sea Grant has sound equipment that can be used for the boat tour in case we need a backup sound system.
- **Chuck and Vicky** will send out the script/talking points to the group.

- Items we'll still have to work on: finalizing the script and lining up speakers, finalizing the press release and/or conference, determining who will handle RSVPs. **Megan** recommends that these would be matters that the planning committee would work on.
- We should plan to do a dry run sometime in September.

Adjourn