

WEST LINN MEETING NOTICE

Sustainability Advisory Board

**January 16, 2014
6:00 – 7:30 p.m.**

Willamette Conference Room
West Linn City Hall
22500 Salamo Road
West Linn, OR 97068

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1. Introductions
 2. Civic Ecology Workshop Preparation Assignment Updates and New Assignments:
 - a. Target audience/attendees (Nicole)
 - b. Sponsors (Glen)
 - c. Food and beverage (Lisa)
 - d. Media/Public Relations:
 - i. Talking points (Glen)
 - ii. Ways to get message out (social, online, print, banner, city, etc.) (Glen and Nicole)
 - iii. Invitations – printed and evites
 - iv. Webpage (Nicole)
 - v. Review poster made by Clare – discuss multiple versions
 - e. Special Guests (Glen and Nicole)
 - f. Child Care (Clare and Zach)
 3. City Council Work Session Update (Zach)
 4. Discuss Plan Update and Assignments:
 - a. Possible action items in plan update: Backyard Certification (Thomas), STAR Communities (Clare), EcoDistricts (Clare)
 - b. Assignments / Next Meeting (Glen)
 5. Discuss Chair and Vice-chair positions for 2014