

# Midcoast Community Council

*An elected Municipal Advisory Council to the San Mateo County Board of Supervisors  
representing Montara, Moss Beach, El Granada, Princeton, and Miramar  
P.O. Box 248, Moss Beach, CA 94038-0248*

Laura Stein  
Chair

Lisa Ketcham  
Vice-Chair

Bob Kline  
Secretary

Bill Kehoe  
Treasurer

Len Erickson

Dan Haggerty

## **Agenda for Special Meeting (Retreat) – January 26, 2013, 9:00 AM** **Granada Sanitary District Meeting Room, 504 Avenue Alhambra, 3<sup>rd</sup> Floor, El Granada**

**Call to Order** (9:00 AM) Councilmember self-introductions

1. **Public Comment** (Anyone may speak up to 3 minutes on any topic not on the agenda. Please fill out a speaker slip. The Council may not discuss or take action on items not on the agenda.)
2. **Supervisor Horsley** will present his project priorities for the year as well as answer questions from the council and the audience. (9:05)
3. **Brown Act seminar** by County Counsel (10:00)

**Break** (10:30-10:45)

4. **Government Meeting & Task Assignments** (10:45)

- a. Review list of government meetings whose actions may impact the Midcoast
- b. Review boards/committees with MCC representation
- c. Assign MCC routine in-house tasks

Desired Outcome: Council will decide which government meetings are a priority to attend or review agendas. Councilmembers will volunteer for unassigned responsibilities, including an alternate where necessary.

5. **Policies/Procedures** (11:00) Identify any existing MCC policies/procedures that need revision or clarification. Identify any new policies required, including Treasurer procedures.  
Desired Outcome: Council will vote on adopting MCC Treasurer Procedures, and any additional new policies or procedures identified.

6. **Public outreach** (11:15) Methods to expand or improve meeting turnout, website audience, email agenda list, public awareness of issues, public feedback, and councilmember recruitment. New ideas for use of website, flyers, mailer, greeter at meetings, etc.  
Desired Outcome: The council will identify the next action steps which will support the goal of increased community engagement.

7. **MCC Annual Budget** (11:45)

Consider expenditures for the coming year. Desired outcome: Adopt annual budget

**Break** (12:00-12:30)

8. **2013 Work Plan/Priorities** (12:30)

- a. 2012 Project List status - review actions, results, effectiveness, items completed or continuing
- b. 2013 Work Plan/ Priorities/ Calendar - continuing projects and new items

Desired Outcome: Building on a review of project and priority management during 2012, council will identify 2013 project priorities and a plan to move them to successful completion.

**Adjournment** (1:30)

NOTE: The Council reserves the right to re-order the agenda. All indicated start times are estimates. Agenda item supporting documents are available 72 hours in advance of meetings at [www.MidcoastCommunityCouncil.org](http://www.MidcoastCommunityCouncil.org)