

Midcoast Community Council

An elected Municipal Advisory Council to the San Mateo County Board of Supervisors

Serving 12,000 coastal residents

Post Office Box 248, Moss Beach, CA 94038-0248 <http://mcc.sanmateo.org>

Agenda for Special Meeting – January 8, 2012 11:00 a.m.

Granada Sanitary District Meeting Room
504 Ave. Alhambra, 3rd Floor, El Granada

Council Members

Bill Kehoe
Chair
728-7255

Laura Stein
Vice-Chair
678-4084

Lisa Ketcham
Secretary
302-1098

Bob Kline
Treasurer
302-1028

Len Erickson
400-3175

Dan Haggerty
726-7835

David Vespremi
(415) 710-7837

Standing Committees

Upcoming Meeting Dates
-- January 11
-- January 25

Call to Order. 11:00

Council member self-introductions / Determination of quorum

1. Community Forum (see note on last page) (11:05)

The public is invited to speak on any topic not on the agenda.
Speaker slips available for those who wish to speak.

2. Facilitated discussion to reach agreement on decorum, time management, & process for making decisions and assessing retreat effectiveness. (11:15)

- a. Each of the topics listed below will be discussed in the following format with minor time adjustments as needed.
 - i. Each Council member gives introductory remarks/asks questions regarding the topic during a two minute period.
 - ii. Comments from the public are taken on the topic with a two to three minute time limit.
 - iii. More extensive facilitated discussion among Council members continues with the goal of reaching a decision within the allotted time.

3. MCC Introductory Statement (11:20)

- a. Midcoast Council member's opening statements (2 minutes max) on what they would like the group to achieve at today's meeting? This will help assess its effectiveness later.

4. Council's Roles and Responsibilities (11:50)

- a. Officers and group roles and functions beyond those defined in the Bylaws.
- b. Functions and task assigned to individuals with agreed upon expectations.

5. Meeting Logistics And Agendas (12:20)

- a. Meeting logistics, conduct, procedures, productivity for the community's benefit.
 - i. Courtesy & Decorum: one speaker, respect others, interruptions
 - ii. Possible recommendation: Adopt Rosenberg's Rules of Order (see packet).
- b. Meeting types: Regular, Special, Community Forums and other groups.
- c. Agenda compilation: Selection of items, priorities, sponsors responsibilities, and publication.

LUNCH BREAK (1:00 – 1:45)

6. Communications (1:45)

- a. General Tone – tips for advocacy and effective for a council that is only advisory.
- b. Letter Writing – best process (in meetings or define & designate?), preferred style for effectiveness.
- c. Reports to council on other meetings/events - written vs. oral, committee reports, merging different versions of reports, desired style (clear/concise/objective vs. lengthy/detailed/interpretive).
- d. Email and CC lists - when should Supervisor/Aide be included, avoiding Brown Act violations, minimizing number of group emails (think before reply-all).
- e. Council and individual communications on public matters.
- f. Communications, outreach and awareness with the public.
- g. Attendance at other meetings affecting the Midcoast.

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7. Committees (2:15)

- a. Types of committees: Financial, Standing, Ad Hoc and non-MCC committees.
- b. Rules and structure for committees: definition, selection of members, voting members, & reports
- c. Determine standing committees and staffing.

8. Key Projects For 2012 (3:00)

- a. Discussion of the Midcoast Council's projects and priorities for 2012.
- b. Prioritize project list assign sponsors and dates for updates.

9. Wrap-up. (3:45) Brief discussion to discuss the effectiveness of the retreat.

10. Future Agendas (3:55) (see below for additional topics)

11. Adjournment (4:00)

NOTE: The Council reserves the right to re-order the agenda. All indicated start times are estimates.

Agenda Notes:

Community Forum -- The public is invited to speak on any topic not on the agenda. Nominal time is three minutes, which can be adjusted based on the number of speakers. The MCC can take no action if the item is not on the Regular Agenda. ***Due to Brown Act requirements, Council members may respond to questions and ask for clarification of comments, but may not otherwise discuss items not on the agenda. Specific topics which come up may be placed on a future agenda for Council discussion / action.*** Estimated Start: 11:05 a.m. If necessary, Community Forum may be interrupted for the first item of Regular Business and continued later in the meeting.

Future Council Meeting considerations for major topics:

- Hwy 1 Safety and Mobility Study
- Princeton / Airport Overlay Plan Update – (Steve Monowitz)
- Princeton Plan – (Steve Monowitz?)
- Harbor: Plans and Update
- MCC – 20th Anniversary
- Periodic Update – Jim Eggemeyer (Planning and Building)
- Periodic Update – Jim Porter (DPW / Parks)
- Pollution Reduction Pilot in FMR - ASBS & Midcoast Drainage Update

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