



Members' and Partners' Coordinating Meeting

March 18, 2017 – 10:00 AM– 12:00 noon

@ Center for Green Technology

10:00 - 1. Welcome & Call to order:

- A. Volunteers for Time Keeper and Note Taker
- B. Agenda Review – Goals of the meeting

10:15 - 2. Working Group reports focused on the Conference and next steps (10 minutes each):

- A. Education :
 - a. Workshops ; Panel, Speaker
- B. Communications :
 - a. Registration, Ticket /doorprize, Signs, Conference booklet
- C. Resources:
 - a. Doorprizes, Centerpieces
- D. Membership:
 - a. CCGA Calendar , Survey, Exhibitors/Vendors
- E. Finance:
 - a. Update

11: 00- 3. Conference Planning & Logistics Committees Report and next steps

11:40 - 4. Other Business, announcements:

- a. UIC Heritage Garden invitation for CCGA to attend & table at April 9th meeting
- b. Retreat: date, venue, and agenda
- c. Other?

11:50 - 6. Set next steps/assignments & next Coordinating meeting date & location

11:00 - 7. Adjourn