CHOWAN RIVER BASIN REGIONAL COUNCIL

Small Business Center
Roanoke-Chowan Community College
Ahoskie, NC

NOVEMBER 13, 1997

AGENDA

Time	Item	Presenter
1:00	Call to Order and Welcome	Joe Stutts, Acting Chair
1:05	Regional Councils "Kick-off" Meeting Summary/Report	Guy Stefanski Division of Water Quality
1:15	Review/discuss our Purpose/Mission	Joe Stutts
1:30	Review/discuss Operating Procedures (consensus vs. majority vote)	Marjorie Rayburn NC Cooperative Extension Service
2:00	Review/discuss draft By-laws (copies of draft by-laws provided)	Joe Stutts
2:30	BREAK	
2:45	Continue discussion of draft By-laws	
3:15	Nomination of Officers	Joe Stutts
3:30	Review & add to our list of priority concerns from the Sept. 25th "Kick-off" Meeting	Joe Stutts
3:50	Schedule next meeting	Joe Stutts
4:00	Adjourn	

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Roanoke-Chowan Community College
Small Business Center
Ahoskie, NC
November 13, 1997

Meeting Notes

Joe Stutts, acting Chair, called the meeting to order at 1:10 pm. Self-introductions were made and Guy Stefanski reported on the regional council kick-off meeting held in Plymouth on September 19, 1997.

Jeff Brown and Tim Johnson, with the Center for Geographic Information and Analysis, presented a videotape which briefly explained the technology of, and infinite application for, geographic information systems (GIS). They also reported that CGIA is the recipient of a grant from the Clean Water Management Trust Fund (CWMTF) which will be used to develop a GIS on water quality. The CWMTF will use the database for a number of purposes including the evaluation of future grant applications. Messers Brown and Johnson were interested in hearing from the group assembled, what their water quality concerns and interests were relative to developing the GIS database.

Joe Stutts then explained the purpose in forming the Chowan River Basin Regional Council (CRBRC). He referred to Governor Hunt's Executive Order #75, which is the authority for forming the CRBRC and the 4 other corresponding councils.

Marjorie Rayburn, with the NC Cooperative Extension Service, gave a brief presentation on the use of consensus vs. Majority vote for making RC decisions. She explained that the consensus method is time consuming, but that it greatly cut down on time consumption during the implementation phase. Discussion ensued and the group decided on the use of majority voting for decision-making. (See draft by-laws enclosed.)

Discussion then centered on adding to the priority concerns/hopes listing which was developed in Plymouth. Among the "concerns" which were added to the list are:
* Having a representative from Virginia present at the next meeting
* Municipal dumps
* Abandoned wastewater treatment plants
* Use of pesticides/fertilizers by government agencies .
* NPDES sources
* Coordination and enforcement in the operation of WWTP
* Tapping onto creeks and streams for irrigation purposes
* The addition of "intensive livestock operations" as a non-point source of pollution
* Dye plant discharge on the river
* Need to remove fish consumption advisory signs warning of dioxin hazard
* Pfiesteria outbreak potential
* Whereabouts of federal money ('92-'93) dedicated to "snagging" of Merherrin River

Among the "hopes" which were added are:

* Need for decentralization of state agencies so more time can be spent by them in the regions' river basins
  * State funding for a Chowan River Keeper
  * Development of a volunteer monitoring program **NOTE:** (Patrick Stanforth, Citizens' Water Quality Monitoring Network Coordinator, was instructed to phone Charles Vaughan regarding this)

Joe Stutts then asked for volunteers in forming a nominating committee for the development of a slate of Council officers. Those responding were: Al Howard, G.D. Perry, Bill Griffin and Charles Vaughan. Elections will take place in January. Al Howard made a recommendation that the following remain in the notated positions until the end of the year: Joe Stutts, Chair; Charles Vaughan, Vice Chair; Brewster Brown, Secretary. The recommendation was unanimously approved.

In closing business, the question of Council meetings complying with the "Open Meetings Law" was broached. It was decided that all subsequent meetings would be governed by the law and that notice of the meetings would be sent to the following newspapers: Chowan Herald-Edenton; Gates Co Index, Hertford; News Herald, Ahoskie; the Daily Herald, Roanoke Rapids; and the Bertie Ledger.

The next meeting was scheduled for **January 8, 1998 at the Roanoke-Chowan Community College Small Business Center beginning at 4:00 pm.**

There being no further business, the meeting was adjourned.

North Carolina Center for
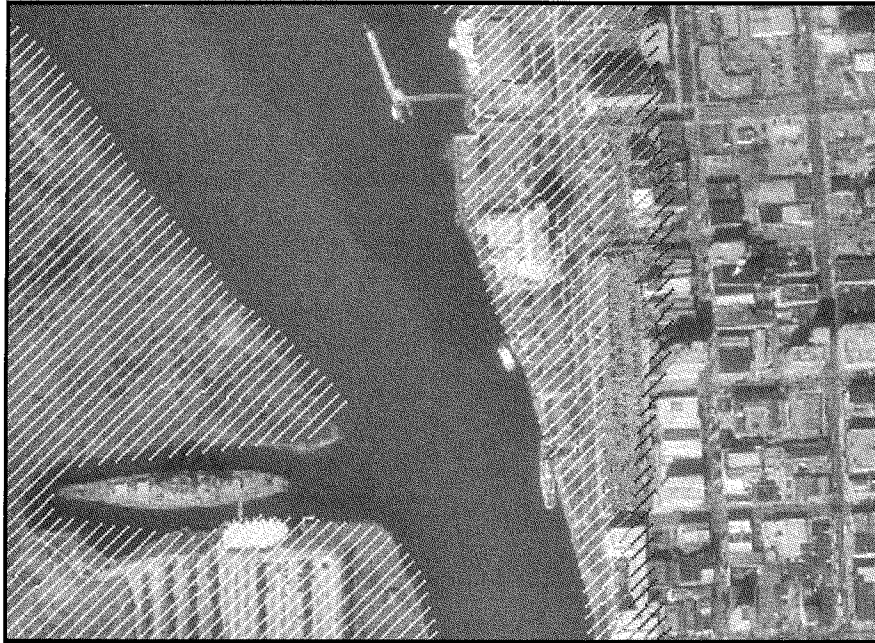# Geographic Information and Analysis
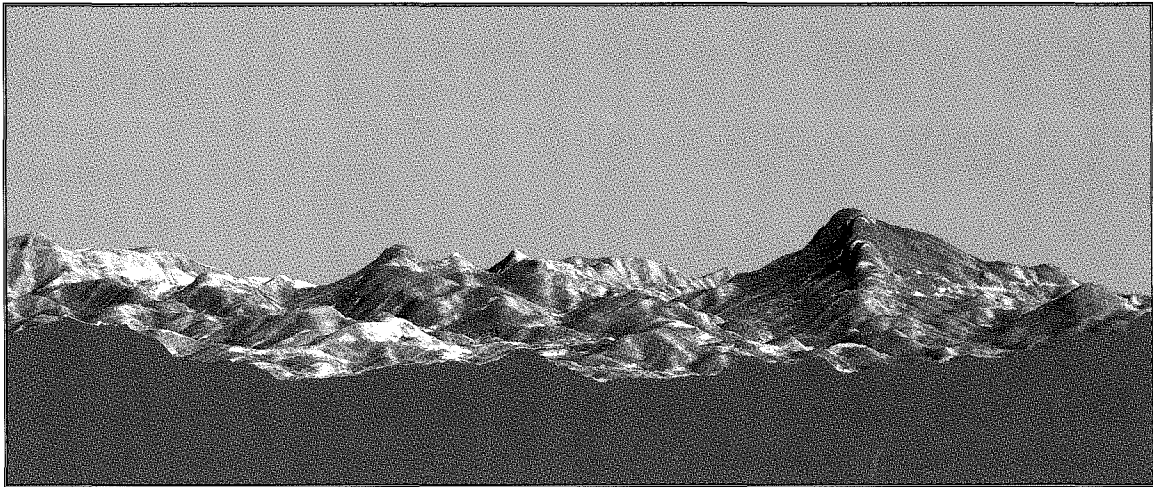
Products and Services

Making Geographic Data Work for You

Geographic Data Working for You

Orthophotography with Hurricane Inundation Areas

The North Carolina Center for Geographic Information and Analysis (CGIA) in the Office of State Planning offers a variety of services to diverse clients involved in making public decisions. The power of geographic information aids today's officials in analyzing complex data relationships that form the backbone of good decisions. CGIA provides reliable, high quality public data to support your own data analyses. Let our Services Program show you the power of geographic information analysis and the benefits you can achieve.

Spatial Analysis
If a picture is worth a thousand words, a spatial image is worth a dozen tables and charts. A geographic information system (GIS) puts your data in focus. When you need to know how many, how far, how much of an impact a decision will make, CGIA can help you analyze the relationships. The power of GIS brings diverse tabular data into a visual whole.

Custom Map and Report Production
What do you need to report and display? Make your presentations more effective with a map that is right for the job. We will use available data to map key information at the size and scale you need.

Training and Assistance
Gain in-house expertise in using the capabilities of geographic information systems. CGIA can provide hands-on training, advice and assistance specific to your needs.

Application Development
Tailor GIS to suit your most demanding jobs. CGIA's experienced GIS programmers can help you customize to fit your particular needs.

## Data Development and Enhancement
If your GIS staff needs outside support, call on CGIA to build, maintain, verify and improve the layers of geographic information and databases that you need to do your job.

Data Distribution
Get the data you need from the North Carolina Corporate Geographic Database. We will copy, convert and transmit geographic data in formats that will work with your computer system.

System Planning
What is the right configuration of hardware and software to get your projects done efficiently and effectively? Experienced in assessing client needs, CGIA can help you find your best solution.
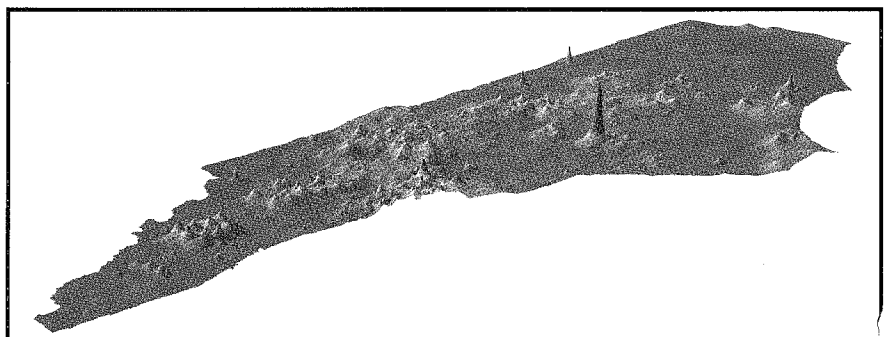

Statewide Population Surface by Census Block Group

Serving Your Needs

Good decisions often rest on the quality and presentation of your geographic information. CGIA can assist you by supplying a wealth of geographic information tailored to your specific needs. CGIA provides access to North Carolina's Corporate Geographic Database, a strategic state resource that contains more than 60 data layers ranging from detailed soils to highways to Superfund sites to stream classifications to watersheds to Census data—and you combine them into a unique picture. Products and support from CGIA can bring the power and sophistication of geographic information analysis to you.
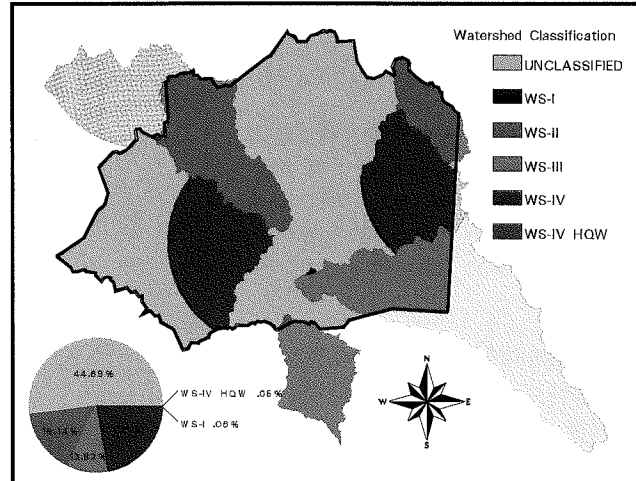
Water Supply Watersheds, Wilkes County
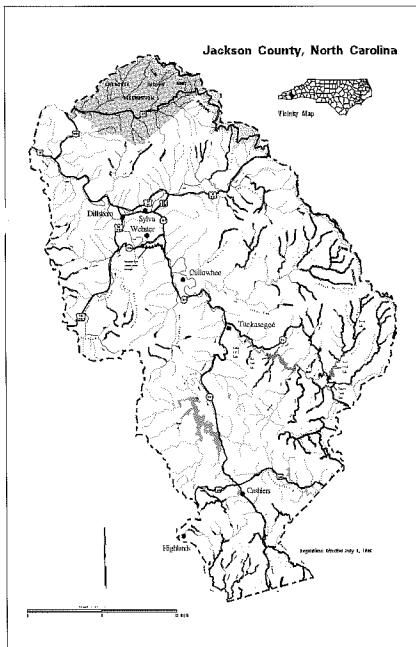
Trout Waters, Jackson County

Cover:
View of Grandfather Mountain Area

Decision Making

Geographic information and analysis can provide the "what" and "where" and give you insight into the "why" when you are faced with a decision. The spatial perspective can reveal relationships that are not obvious with text and tabular information. Test your assumptions, add another dimension, then test again. GIS makes it possible and visual.

Informing Your Audience

Maps can be easier to grasp than reports for the non-technical participants in your project. A well designed map can convey information effectively and convincingly. A series of slides or a live computer screen can effectively show relationships between layers of geographic data and help to clarify the issues.

Looking for Patterns

Whether it is crime incidents, population change, service complaints, forest fires, disease outbreaks, highway accidents, or voting in the last election, GIS can show patterns across the landscape and over time. Understanding patterns is essential to finding solutions to problems that relate to geography.

Planning Growth

Digital geographic information is a potent business and government management tool. Deploying resources, improving service delivery, developing new markets, growing a business, and planning for future growth all rely on geography. GIS gives you the necessary edge.

Protecting the Environment and Natural Resources

Visualizing the location of natural resources, sensitive areas and sources of pollution and how they relate to one another is critical for making decisions on environmental issues. Most of the Corporate Geographic Database layers have been used in environmental reporting and analysis.

Finding a Site

Layers of diverse information can be combined to reveal the most suitable sites for your facility or operation. Buffers around sites can indicate opportunities or potential constraints before the project is carried out. Spatial analysis can help rank potential sites and build support for a site decision.

A Few of Our Projects

Highway Safety Analysis System
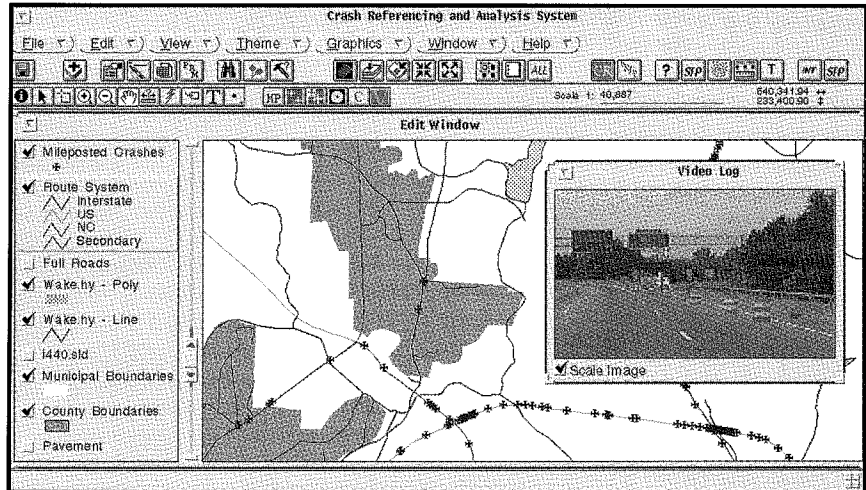
Hurricane Storm Surge Inundation Areas

CGIA created digital databases and maps of hurricane storm surge inundation areas along North Carolina's coast using models for five categories of hurricanes and two storm speeds.

Traffic Accident Referencing and Analysis

CGIA created a user interface for the NC Department of Transportation's Accident Referencing and Analysis project, allowing users to see and analyze accidents and to plan for safety improvements.

Statewide Screening

CGIA provided technical assistance to the NC Hazardous Waste Management Commission in a statewide screening to identify and evaluate suitable sites for a hazardous waste facility. CGIA applied environmental and public safety criteria to numerous data layers to screen out areas that would be inappropriate.

Water Supply Watersheds

Teaming up with the NC Division of Water Quality, CGIA created digital data for water supply watersheds for four classes of watersheds. This popular data layer has particular value for land development planning and evaluation.

Trout Waters Atlas

The Wildlife Resources Commission hired CGIA to create 25 county maps for an atlas to be distributed to the public. Trout waters are color coded to represent different classifications, including hatchery or wild trout waters, catch and release requirements, and fishing equipment regulations.

Swine Farm Buffers

At the request of a blue ribbon commission, CGIA created maps with buffers around property lines, residences, churches, schools, hospitals, and perennial streams to reflect the requirements of state legislation related to the siting of new swine facilities. CGIA teamed up with Pitt County to prepare the parcel-based analysis.

Hospital Market Areas

For the NC Health Information and Communications Alliance, CGIA delineated market areas and service areas for hospitals in Wake County using zip code areas and data on hospital discharges.

Our Mission

The North Carolina Center for Geographic Information and Analysis is an agency in the Office of State Planning and is responsible for:

* providing timely, cost-effective geographic information and services statewide.
* building and maintaining the state's Corporate Geographic Database, and
* serving as lead agency for geographic information system (GIS) coordination in the state and as staff to the Geographic Information Coordinating Council.

Operating since 1977, CGIA has a strong working relationship with many state agencies, counties, municipalities, nonprofit organizations, universities, and private businesses. Working on a cost-recovery basis, CGIA has developed an internal discipline and a customer focus that achieves high service quality.

North Carolina has been one of the leading states in GIS technology and geographic information, and CGIA has played a key role. Now CGIA is doubling its efforts to apply the technology, to make use of the rich data layers, and to improve the breadth and quality of geographic data.

CGIA is here to serve you. Please call us for information on our products and services.

The Center for Geographic Information and Analysis
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115 Hillsborough Street, Raleigh, NC 27603
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Home Page: http://cgia.cgia.state.nc.us

Clean Water Management Trust Fund

*Geographic Information System (GIS)
Requirements Analysis*

Clean Water Management Trust Fund

*Geographic Information System (GIS)
Requirements Analysis*

Goals

- Determine GIS needs to support Fund
- Develop unrefined data into GIS data layers

  Integrate new data with Corporate Geographic Database
- Create custom GIS analytical tools
- Manage "custom" system for widest possible use
- Enable accessibility to system

Potential GIS Uses and Users

Uses	Users
Evaluation of proposals	Fund staff and Board
Tracking of projects	Fund staff and Board
Communication of results	General Assembly, public, interest groups
Improve quality of proposals	Potential applicants

North Carolina Center for Geographic Information and Analysis

Corporate Geographic Database

Hydrography

Socioeconomic
Information

Wetlands

Corporate
Geographic
Database

Land Cover

Water and Sewer
Systems

Soils

NPDES Sites

River Basins and
Watersheds

North Carolina Center for Geographic Information and Analysis
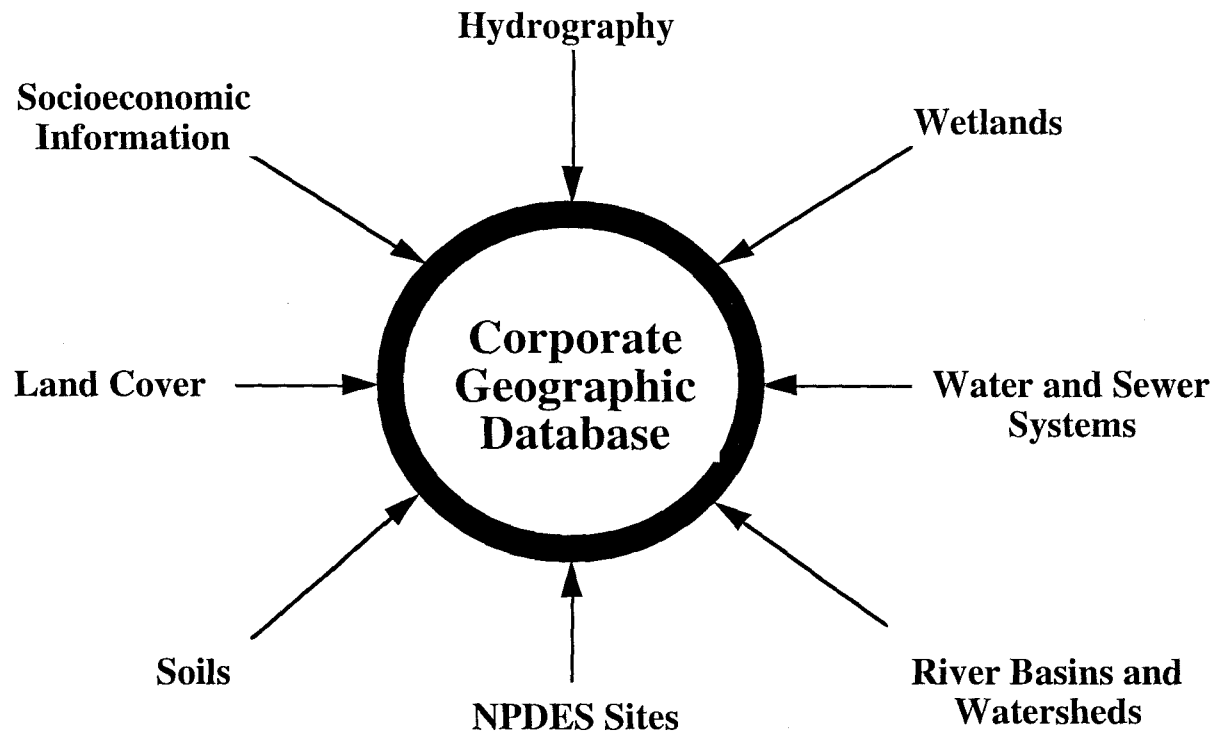
North Carolina Corporate Geographic Database
Digital Data Layer Listing

North Carolina Center for Geographic Information and Analysis
Raleigh, North Carolina (919) 733-2090
North Carolina Geographic Data Clearinghouse – http://cgia.cgia.state.nc.us

The following digital geographic data are available for North Carolina. They can be used in a computer work station, or PC environment with a geographic information system (GIS) software package like ARC/INFO, ArcView, MapInfo, or Atlas. Data can be provided on several media, or in hardcopy format. (Processing, media, and custom map production charges apply). Coverage area varies, contact CGIA for additional information.

Data Layer Listing

1970 Census Boundaries/Population
1980 Census Boundaries/Population
1990 Census Summary Tape File 1B
1990 Census TIGER/Line Census Files
Air Quality Pollution Discharge Points
Ambient Water Quality Monitoring Sites
Anadromous Fish Spawning Areas
Artificial Marine Reefs
Beach Access Sites - Division of Coastal
  Management
Bottom Sediment Sampling Sites
Boundaries--County (1:100,000-scale)
Boundaries--Municipal 1994 Powell Bill
Boundaries--Municipal (1:100,000-scale)
Citizen Water Quality Monitoring Sites
Closed Shellfish Harvesting Areas
Coastal Area Management Act (CAMA) Major
  Development Permits
Coastal Marinas
Coastal Reserves
Digital Orthophoto Quarter Quadrangles
Digital Raster Graphics
Federal Land Ownership
Fisheries Nursery Areas
Geodetic Control Points
Geology--NC
Groundwater Recharge/Discharge
Hazardous Substance Disposal Sites
Hazardous Waste Facilities
Heavy Metals and Organic-Rich Mud Pollutant
  Sample Sites
High Quality Water and Outstanding Resource
  Water Management Zones, Division of Water
  Quality
Historic Sites and Districts (Authorized Use)
Hurricane Storm Surge Inundation Areas (1987)
Hurricane Storm Surge Inundation Areas (1993)
Hydrogeology--NC Piedmont and Blue Ridge
Hydrography (1:24,000-scale)
Hydrography (1:100,000-scale)
Hydrography--Major
Hydrologic Units--NC

Hydrologic Units--VA
Jurisdictional Boundaries (1:24,000-scale)
Land Use/Land Cover-TM (APES & Coastal NC)
Military Air Space
National Pollutant Discharge Elimination System
  Sites (NPDES)
National Wetlands Inventory (NWI)
Natural Areas (Authorized Use)
Natural Heritage Element Occurrence Sites
  (Authorized Use)
Peat Deposits of the Pamlimarle Peninsula
Proposed Critical Habitat Areas
Railroad Grade Crossings
Recreation Areas - Land and Water Conservation
  Fund
Shellfish Strata (1:12,000-scale)
Shoreline (1:24,000-scale)
Soils--Detailed County Surveys
Soils--NC General
Soils--VA General
Solid Waste Facilities
Spiny Mussels
State-Owned Complexes
State Parks
Stream Gaging Stations
Submersed Rooted Vasculars (SRV)
Surface Water Intakes
Topography--Contours
Transportation--Pipe and Transmission
  (1:24,000-scale)
Transportation--Pipe and Transmission
  (1:100,000-scale)
Transportation--Primary Roads
Transportation--Railroads (1:24,000-scale)
Transportation--Railroads (1:100,000-scale)
Transportation--Roads and Trails (1:24,000-
  scale)
Transportation--Roads and Trails (1:100,000-
  scale)
Water Supply Watersheds
Wildlife Resources Commission Game Lands

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Contact Information

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North Carolina Center for Geographic Information and Analysis

THINKING ABOUT CONSENSUS

Consensus is the decision rule that allows collaborative problem solving to work. The rule prevents the tyranny of the majority, allows building of trust and the sharing of information, especially under conditions of conflict. However, the term, consensus, has multiple meanings.

Multiple Meanings of Consensus:

1. Majority: 51 percent or more agree

2. Unanimity: Everyone agrees

3. Conditional Unanimity: the definition used by collaborative problem solvers.

   Everyone can live with it because:

   * it is the best alternative under the circumstances, and

   * it attends to each party's most important Interests

Advantages of Consensus

1. It requires sharing of information, which leads to mutual education, which, in turn provides the basis for crafting workable and acceptable alternatives.

2. It promotes joint thinking of a diverse group which leads to creative solutions.

3. Because parties participate in the deliberation they understand the reasoning behind the chosen solution and are willing to support its implementation.

Consensus Building Techniques

<u>Ask "Who can't live with ....?"</u> Where discussion seems to be pointing toward a preferred solution this question will help identify those who do not support the decision. Should individuals indicate they cannot support the decision proceed to explore why, then brainstorm how the decision can be altered to incorporate their interests.

<u>Straw Vote</u> Participants are asked to make a tentative, non-binding vote on their preference to get a quick sense of where each is leaning.

<u>Negative Voting</u> Participants vote out options that are completely unacceptable. This can be used to narrow a large list of potential options to a manageable size.

<u>Synthesize or Combine</u> It may be possible to select two leading options and combine them into one acceptable solution. (synthesize)

<u>Building Packages</u> If the group is selecting options from several different categories, the group is building a "package." In choosing to build a "package" the group is attempting to see how options from each category fit with each other so complementary choices can be made. Three "packaging" techniques are described below:

<u>Building Block</u> When using this "package-building" technique agreement is sought on each identified sub issue, then combined into the final "package."

<u>Agreement in Principle</u> This "package-building" technique is conducted in reverse order of the building block method. Rather than getting an agreement on specific issues, the goal is to reach a broad agreement in principle. Based on the larger agreement, options are developed and selected for each of the smaller issues.

<u>Single Text</u> This "package-building" technique is used to identify areas of agreement as the group works to continually expand areas of agreement. The single text may be developed by an intervening neutral or one of the parties. Since each group is not promoting its own set of solutions (multiple text) the entire group can work with a single text.

THE IMPORTANCE OF SEPARATING INTERESTS FROM POSITIONS

Position: A particular stance taken by a party; a preferred
            solution to a problem.

Interest: An intangible motivation (need, desire, concern or
            constraint) underlying the preferred solution.
            reason for position.

            Often when discussing an issue individuals focus their
            attention on only one or two proposals. As they move
            toward evaluation they view the discussion as a choice
            between alternative positions and quickly take sides.
            Because all their energies are concentrated on the two
            positions no effort is made to understand the interests
            behind the two positions. In such a contentious
            atmosphere the choice they face will likely lead to a
            win/lose outcome, an impasse, or a compromise that
            satisfies neither side.

            In contrast a discussion that allows for an understanding
            of interests underlying positions...

            ...moves people away from contending positions,

            ...promotes mutual education,

            ...allows a cooperative atmosphere to develop,

            ...sets the stage for reframing the issue,

            ...encourages the generation of multiple options, and

            ...permits the search for a creative solution.

Reframing The Issue: Moving From Positions To Interests

In problem solving the term, reframing, refers to directing the parties' attention away from positions toward the task of identifying interests, inventing options, and discussing criteria for selecting an option. Many times it involves using active listening skills, asking problem solving questions or using time-tested techniques for producing win-win outcomes. (For a review of how interest-based problem solvers attempt to redirect parties attention see Reframing The Game.) One of the most powerful ways of redirecting perspectives is to frame or reframe the initial issue.

How an issue is initially framed will greatly affect the parties' problem solving perspectives and level of conflict. Many community issues are initially framed as a debate. Consider the following example in which the parties are forced into a bipolar perspective:

Do present development practices along North Carolina barrier islands protect the island environment?

Once interests are known, the issue may be reframed to reflect the parties' key interests, thus helping to move attention away from the two positions. Reframing the issue involves finding a common definition of the issue that is acceptable to all parties. It is achieved by substituting the initial "closed-ended question with an open-ended question. It also must reflect the key interests of the parties who are affected by or can affect the issue. Hence, reframing a public issue for collaborative problem solving will require a working knowledge of all the interests. By substituting a "How to..." question for a "Should we..." question, the disputants are moved from debating the relative merits of their positions to focusing on a collaborative problem solving venture. By reflecting key interests of the disputants the reframed issue not only encourages collaboration; it signals what must be satisfied if the issue is to be resolved. Consider the following reframing of the above issue:

How can we achieve the economic development potential of North Carolina barrier islands while preserving and protecting the island environments?

Example Charter

WHITE OAK RIVER WATERSHED ADVISORY BOARD
CHARTER
Revised 8/19/97

Background
The Watershed Education for Communities and Local Officials (WECO) program was developed in response to citizens' concerns about the degradation of water quality in the White Oak River watershed. WECO is a watershed-based educational program of the NC Cooperative Extension Service that is funded by the US Department of Agriculture and supported by the NC Department of Environment, Health and Natural Resources, Divisions of Water Quality and Coastal Management. This program is centered around an advisory board comprised of local citizens and officials, who live, work, and have a stake in the watershed.

Purpose
The vision of the White Oak River Watershed Advisory Board is to create a climate of local concern and empowerment to improve and maintain water quality in the watershed. This will involve managing the river and its associated land uses to provide for support of water uses, protect long-term water resource values, and sustain their contribution of the economic benefit to the surrounding communities. The advisory board will accomplish this by:
1. Investigating the river's status and trends;
2. Identifying issues of concern;
3. Investigating and evaluating policy options available to local and state governments to improve water quality;
4. Reaching a consensus on the best course of action to improve and maintain water quality;
5. Educating citizens and local government officials about the river's status, trends, and policy options to improve water quality; and
6. Making recommendations to local government officials and staff on the best course of action to improve water quality.

Nature of Advisory Board Products
The Advisory Board will identify important issues that affect or can affect water quality in the basin. For each issue, the board will investigate status and trends, and policy options available to state and local governments to affect the issue. The board also will deliberate the best course of action that the respective governing bodies should pursue. Finally, the Board will identify educational themes around each issue from which to form an educational program. From these actions, the Advisory Board will develop the following products with the assistance of the Project Support Team:
1. A summary of the Board's findings regarding the status and trends of each issue identified above and options available to solve those problems.

2. Recommended management actions for the respective governing bodies to consider.

3. Educational messages and materials.

Stakeholder Groups and Participants
The Advisory Board consists of a broad range of stakeholders who carry the credibility and the authority necessary to make this process successful. Members represent various interests regarding use and protection of the water resource in the White Oak watershed. Members reside or work in Carteret, Jones, and Onslow counties, or the organizations they represent own or manage land and resources within the watershed. The following are the interest categories from which board members will be drawn:

Commercial Fishing
Construction and Development
Environment
Farming
Forestry
Business and Industry
Local Government
Science/Academia
State Government
Travel and Tourism
Citizens at large from each county

The Advisory Board members will be expected to represent (1) themselves, (2) organizations to which they belong, and (3) coalitions of constituent groups. Members are expected to keep constituents informed through aggressive, active, but informal means. Members will receive meeting minutes and flip chart summaries for keeping constituents informed.

If a member withdraws from the Advisory Board, the remaining committee members may, by consensus, recommend appointment of a new member from the withdrawing member's interest category.

Appointment to the Board
Membership on the Advisory Board will be by appointment by the Boards of County Commission. Members who reside in Carteret, Jones or Onslow counties will be appointed by their respective County Commission. Members residing outside the county boundaries will have joint appointment by all three County Commission Boards.

Duration of Term
Members will serve three-year terms. Terms are to be staggered so that no more than one-third of the membership will rotate off the board at any one time. Yearly terms begin in October and end in September.

Role of Advisory Board Members
Attendance Each member of the Advisory Board is expected to attend and fully participate in all meetings. In the event that a member is not able to attend, he/she is to become informed of all activities and decisions made at that particular meeting. If a member is absent for three

consecutive meetings, the Project Coordinator will contact them member to determine his/her interest in remaining on the Board.

Preparation for Meetings. Advisory Board members shall read appropriate materials and arrive prepared to work.

Role of the Project Coordinator

The Project Coordinator will assist the Advisory Board to contact and schedule experts to make presentations, arrange and schedule field trips, and assist in the collection of limited data. The Project Coordinator also will coordinate activities of the board and WECO Project Support Team to develop educational materials and reports on recommended actions to be presented to the Board of Commissioners.

Role of the Project Support Team

Faculty and staff from North Carolina State University Cooperative Extension Service provide support to the Project Coordinator. The team consists of advisors, facilitators, and technical resource personnel. Members will coordinate and perform research and function as technical advisors to the Board.

Role of the Facilitator

The primary task of the facilitator is to guide the meetings of the Advisory Board within the meeting protocols and ground rules. The responsibilities include managing the Advisory Board's agenda, helping the group stay on task and on process, protecting group members and their ideas from attack, and helping members reach consensus. The facilitator shall not express his views on any substantive issues and shall be solely concerned with the process of the group.

Decision Process

Use of Consensus. The Advisory Board will operate by consensus. Advisory Board decisions will be made only with concurrence of all members represented at the meeting. No member can be out voted.

Failure to reach Consensus. If the Advisory Board fails to reach consensus on any portion of a recommendation on policy action the following process will be followed:
1. The group will submit a full report to the governing bodies that are to take action indicating where consensus was not reached.
2. Advisory Board members who are not in agreement may file a minority report.

Agendas. At the end of each meeting, a draft agenda for the following meeting will be developed by the Advisory Board with the assistance of the Project Coordinator. Final agendas will be approved by the members of the Advisory Board at the start of each meeting.
Meeting Summaries. A summary of each meeting shall be prepared by the designated transcriber with assistance of the Project Coordinator. Summaries shall include an attendance record, a summary of actions taken at the meeting, and other information pertaining to the subject under discussion. Draft summaries will be distributed to all Advisory Board members

prior to the next regular meeting for approval. Discussion of new substantive issues will not commence until the summary of the proceeding meeting is approved.

Ground Rules for Interaction
Ground Rules.   Members of the Advisory Board shall seek to participate constructively in meetings. Ground rules for constructive interaction include:

One speaker at a time
   Members have the
opportunity to call time out
Keep to task and topic
Record notes on flip charts
Listen to others
   Speak for yourself and
constituents

Be open to new information
   Adhere to established agenda - add
new items with the groups approval
   No side-bar discussions during
meetings
Be clear about your interests
Start and stop on time
Commit to the process

These ground rules may be amended at any meeting.

Enforcement of Ground Rules.   Ground rules shall be monitored and enforced by the facilitator and members of the Advisory Board.

Input From and Information to the Public
The Advisory Board is intended to be representative of the public through the members' own organizations or affiliations, as well as through their work with coalitions of groups. All Advisory Board meetings are open to observation by the public. Advisory Board members will not recruit observers to the meetings. Summaries of Advisory Board meetings will be available to the public upon request.

Advisory Board members will not initiate contacts with the media about current discussions. If approached by media, members will share general description of the purposes of the group and agreements already made, but will not address specific positions held by other group members. Members will not characterize other group members in the media. Press releases describing the activities of the Advisory Board will be issued after the major points are reviewed and approved by all group members. Members of the press are welcome to observe Advisory Board meetings and will be directed to the group's spokesperson for information.

Schedule and Duration
Schedule. The Advisory Board will meet twice each month. Meetings will be limited to two hours with a 10-minute break. Committee members may, at their discretion, agree to lengthen the meeting time to 2½ hours.

Duration. The WECO project is scheduled to continue through September 2000.