



General Principles

- We agree to approach problems with creativity and with open minds.
- We each have a unique perspective and contribution to make.
- We recognize that we must work to involve any person or group who could help us or hinder us from achieving our goals.
- We agree to focus on taking incremental “do-able” steps towards success.

Ground Rules

1. We recognize that the best outcome depends upon cooperation and collaboration by all entities at the table.
2. We commit to openly communicate ideas, potential contributions, and concerns, and also to engage in respectful, active listening to each other.
3. We will focus on the future we would like to create rather than past problems and past history of issues.
4. We will work toward an agreement that is fair and constructive for everyone. When consensus is not possible, we will acknowledge and accept our differences and work toward the best possible outcome.
5. We agree to commit to the agreed-upon solution, in whatever way we can. If we, individually, are unable to make a commitment for our organization, we will work to identify what will make that commitment possible.
6. We commit to building trust by doing what we say we will do.
7. We agree to notify each other before taking outside actions that might impact the process.
8. We agree to attend all meetings or designate an alternate and we will be responsible for keeping the alternate updated. We are responsible for keeping any group entity that we are affiliated with “up to speed.” If we have suggestions for an agenda, we will contact one of the Co-Conveners or project manager well in advance of the meeting.

TASKS & TIMELINE

Key Tasks	Deadline
Member Appointments	November 22
Member Preparation and Confirmation	November 29
Committee Meeting #1 – Information Gathering	November 30
Members Prepare Outline of Recommendations	December 14
Committee Meeting #2 – Propose Ideas	December 15
Members Prepare Draft Report of Recommendations	January 10
Committee Meeting #3 – Discuss & Select Recommendations	January 12
Members Prepare Final Report of Recommendations	January 27
Committee Meeting #4 – Review & Finalize Recommendations	February 1