

Annex 4 DAP Advisory Committee Conference Call

Friday, June 24th
11:00 a.m. – 12:00 p.m.

Call-in number: (877) 422-1931

Conference code: 9705127207

1. Welcome
2. Roll call, attendance
 - a. List of those confirmed participation
 - b. Additional attendees
 - i. Name
 - ii. Affiliation
 - iii. E-mail address
3. Meeting agenda summary/goals
 - a. Determine decisions needing to be made
 - b. Determine timeline for accomplishing aspects of Domestic Action Plan (DAP)
4. DAP Advisory Committee logistics
 - a. Point contact for distribution of shared information
 - i. IDEM, Jessica Faust, jfaust@idem.in.gov
5. DAP Advisory Committee meeting logistics
 - a. *Monthly* meeting
 - b. Set meetings, i.e. third Wednesday of every month
 - c. Members host
 - i. Half-day meeting
 - ii. Provide lunch or not, at least snack and drink
 - d. IDEM facilitates
6. DAP Advisory Committee *monthly* meeting ground rules
 - a. Courtesy for presenters/speakers
 - i. No interruptions
 - ii. Limit side conversation to allow members to participate without distraction
 - b. Decision making style
 - i. Consensus
 - ii. Democratic, if consensus is not met
 - c. Provide an atmosphere of communication and sharing
 - i. Aware of public disclosure
 - d. Parking lot issues noted
 - e. Meeting notes, include
 - i. Attendees
 - ii. Topics discussed
 - iii. Decisions, in addition concerns/dissent
 - iv. Next steps
 - v. Accomplishments
7. DAP Advisory Committee *monthly* meeting procedural responsibilities
 - a. Brief discussion of next meeting's agenda outline, including tasks that will be due at end of meeting
 - b. Host and location of next meeting determined at end of meeting
 - c. Next meeting confirmation sent to committee within one (1) week after previous meeting
 - i. Obtain list of confirmed attendees
 - d. Supporting information needed for next meeting shared with committee approximately one (1) to two (2) weeks prior to meeting
 - e. Final agenda for next meeting shared with committee two (2) to three (3) days prior to meeting