



**Acton 2020 Committee
Agenda
October 27, 2010 – 7:00 PM
Acton Town Hall, Room 204**

- I. Approve minutes
- II. Discuss feedback from Oct. 20th meeting
 - a. Outreach
 - b. Logistics: timing, venue, agenda planning, food, etc.
 - c. Content presented
 - d. Small group meeting/facilitators/participants
- III. Discuss how best to utilize volunteers and outside contributors
 - a. Establish way to input & manage all volunteers, via web, via meeting, via personal contact
 - b. Brainstorm/agree on how best to structure volunteer advisor role
 - c. Establish guidelines of how we can effectively solicit feedback from others and still maintain order in the process
 - d. Establish ground rules for audience participation in meetings
- IV. Discuss future timeframe/next steps
 - a. Next committee meeting—what should we be doing between now and next meeting with PC
 - b. Next meeting with PC—where is PC right now with their work
 - c. Next public workshop—what is the timeframe for this