

**ST. JAMES PARISH COMPREHENSIVE PLAN
STEERING COMMITTEE MEETING**

Date & Time: 3/16/2010 6:00 - 7:30 p.m.

Project Title: St. James Parish Comprehensive Plan

Purpose: First Steering Committee Meeting - Introduction to Comprehensive Planning Process

Expected Attendees: SCPDC Staff, All Steering Committee Members, Members of Parish Council, General Public

Location: Vacherie Court House Annex 5631 Hwy. 20 West, Vacherie, LA.

| AGENDA ITEM | PERSON RESPONSIBLE | TIME |
|--|--------------------|---------|
| 1.0 Introduction | Kevin Belanger | 5 mins |
| 2.0 Committee Ground Rules | Simonne Caesar | 5 mins |
| <ul style="list-style-type: none"> a). Good attendance b). Ten members constitute a quorum c). One hour meetings d). Decisions are made by a majority vote e). Meetings will be held monthly and will alternate between both sides of the river f). Members of the public can fill out a comment card and questions will be answered at the end of meetings <p style="text-align: center;">DISCUSSION RULES</p> <ul style="list-style-type: none"> g). Participate as much as possible h). Respect others opinions i). Do not interrupt; Let others finish speaking before you begin | | |
| 3.0 Power Point Presentation | Simonne Caesar | 30 mins |
| 4.0 Nominations and Election of Steering Committee Chair and Vice Chair | Committee | 15 mins |
| <ul style="list-style-type: none"> a). Good attendance b). Good listener- able to sense a consensus is coming together or when to agree to disagree c). Credible to citizens even when presenting views that some citizens do like or agree. d). Knows how to run meetings | | |
| 5.0 Open Discussion - Questions | All | |
| 6.0 Set Next Meeting Date | All | |
| 7.0 Meeting Adjourn | | |
| 8.0 Meeting Handouts | | |
| <ul style="list-style-type: none"> a). Steering Committee Briefing Booklet b). Discussion Questions Booklet c). Steering Committee Binders | | |