

## ST. JAMES PARISH COMPREHENSIVE PLAN STEERING COMMITTEE MEETING

<b>Date &amp; Time:</b>	4/12/2010 6:00 - 7:30 p.m.
<b>Project Title:</b>	St. James Parish Comprehensive Plan
<b>Purpose:</b>	Preparation for Citizen Participation Kick-off Meeting
<b>Expected Attendees:</b>	SCPDC Staff, All Steering Committee Members, Members of Parish Council, General Public
<b>Location:</b>	Senior Citizen Center 2631 Louisiana Avenue, Lutchter,

AGENDA ITEM	PERSON RESPONSIBLE	TIME
<b>1.0 Introduction</b>	Kevin Belanger	5 mins
<b>2.0 Roll Call</b>	Simonne Caesar	5 mins
<b>3.0 Approval of Minutes</b>	Committee	5mins
<b>4.0 Committee Ground Rules</b> 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	Simonne Caesar	5 mins
<b>DISCUSSION RULES</b>		
g). Participate as much as possible h). Respect others opinions i). Do not interrupt; Let others finish speaking before you begin		
<b>5.0 Nominations and Election of Steering Committee</b>	Committee	15 mins
<b>6.0 Chair and Vice Chair</b> 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		
<b>7.0 Review of Power Point Presentation for Kick-Off meeting</b>	All	20 mins
<b>8.0 Open Discussion - Questions</b>	All	
<b>9.0 Next Meeting</b> a). Monday, May 10, 2010 b). Location to be determined	All	
<b>10.0 Meeting Adjourn</b>		
<b>11.0 Meeting Handouts</b> a). Agenda b). March 16, 2010 Meeting Minutes c). Power Point Presentation - Public Kickoff meeting		