

Agenda

Executive Issues Committee Meeting

Wednesday ▪ January 13, 2016

Richland Public Library ▪ 955 Northgate Drive ▪ Richland, WA

1:00 p.m. **Welcome, Meeting Overview and Announcements** – Steve Hudson

1:05 p.m. **HAB Work Plan Process Guidelines** – Steve Hudson

***Purpose:** Review the revised work plan process guidelines.*

***Outcome:** Accept the revised draft and obtain consensus if the document will or will not move forward to the February Board meeting.*

1:35 p.m. **Delegation List for HAB Correspondence** – Ken Niles

***Purpose:** Review delegation list used for all HAB correspondence. Are there any changes that should be made to the list?*

***Outcome:** Determine any appropriate next steps.*

2:00 p.m. **HAB Annual Report Proposal and Mock-up** – Cathy McCague

***Purpose:** Review the revamped HAB Annual Report and content. Are there any changes that should be made?*

***Outcome:** Finalize the report template and next steps for completing the report.*

2:30 p.m. **HAB Logos** – Cathy McCague

***Purpose:** Review the draft logos and make suggested changes.*

***Outcome:** Obtain consensus on which logos to bring forward for the full Board's consideration in February.*

3:00 p.m. **Break**

3:15 p.m. **Topic Introduction** – Steve Hudson

***Purpose:** Discuss applicable talking points for issue managers to use in the introduction and framing of a topic at committee and Board meetings.*

***Outcome:** Agree upon talking points/general framework for leadership to share with the Board.*

3:45 p.m. **HAB FY 2016 Work Plan**

***Purpose:** Check-in on the work plan and make applicable changes to reflect current status of topics.*

Outcome: *Determine next steps for updating full Board on any applicable changes to the work plan.*

4:25 p.m. **Review next steps – Cathy**

4:30 p.m. **Adjourn**