

# Washington Recycling Steering Committee (RSC)

## Proposed Agenda

### Meeting #2

**Date:** November 28, 2018

**Time:** 10:30 a.m. – 3:00 p.m.

**Location:** Washington State Department of Commerce, 2001 6th Ave., Ste. 2600, Seattle, WA 98121-2895

*Please try to attend in person. For those who cannot:*

- **WebEx:** <https://watech.webex.com/watech/j.php?MTID=m60f22a45947dde471995deb40de9b638>
- Audio connection: +1-240-454-0887 US Toll
- Access code: 807 406 874

*Either use VOIP (computer connection) or dial up **but not both***

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### Meeting Objectives:

- Finalize Problem Statement, Objectives, and Deliverables
- Review and discuss remaining Charter elements; confirm next steps
- Develop strategies to address short, mid and long-term issues
- Confirm December 18 meeting topics and preparation for the next meeting

Time	Topic - Presenter
10:30 a.m.- 10:45 a.m. 15"	<b>Welcome &amp; Introductions (Facilitator)</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Introductions</li> <li>• Agenda review</li> <li>• Review last meeting decisions               <ul style="list-style-type: none"> <li>○ Short-term: zero-to-six months</li> <li>○ Medium-term: six months-to-two years</li> <li>○ Long-term: Two years and beyond (+)</li> </ul> </li> </ul>
10:45 a.m. – 11:30 a.m. 45"	<b>Charter, and Problem Statement Development (Facilitator and Dave Claugus)</b> <ul style="list-style-type: none"> <li>• Subgroup member presents overview of in-between meeting steps taken and presents Problem Statement portion of the Charter document</li> <li>• Questions/Answers/Group Discussion</li> </ul>
11:30a.m.– 12:00p.m. 30"	<i>Lunch</i>
12:00p.m. – 12:45p.m. 45"	<b>Review and Confirm Charter Goals and Objectives (Facilitator and RSC Members)</b> <ul style="list-style-type: none"> <li>• Members discuss whether it needs to be further revised, and strive to reach consensus</li> </ul>

	<ul style="list-style-type: none"> <li>Summarize the recommended next steps</li> <li>Confirm approach going forward</li> </ul>
12:45 p.m. - 1:00 p.m. 15"	<p><b>Discuss and Decide on Other Charter Elements</b></p> <ul style="list-style-type: none"> <li>Present, discuss and review the remaining elements of the Charter document including: <ul style="list-style-type: none"> <li>Schedule and Process</li> <li>Ground Rules</li> <li>Staffing and Financial Support</li> <li>Other</li> </ul> </li> </ul>
1:00p.m. – 1:15p.m. 15"	<b>Break</b>
1:15p.m. – 2:30p.m. 75"	<p><b>Strategize Actions to Address Short-, Mid- and Long-term Problems.</b> Based on the problems identified in the Charter, identify one issue that you are most interested in working on as follows:</p> <ul style="list-style-type: none"> <li>Contamination;</li> <li>Lack of markets;</li> <li>The public’s misperception that recycling is free; or</li> <li>Other issues</li> </ul> <ul style="list-style-type: none"> <li>Based on the issue that you choose above, break into small groups to discuss this specific issue and respond to the following questions: <ul style="list-style-type: none"> <li>Identify immediate actions to move this issue forward.</li> <li>Identify who is best to take these actions and what resources are needed.</li> </ul> </li> <li>Provide a brief report-out to the full group regarding what immediate actions to take, by whom,</li> <li>Work as a full group to identify the priority issues to discuss at the December 18 meeting considering: <ul style="list-style-type: none"> <li>What in-between meeting work can be completed prior to the December 18 meeting?</li> <li>What are the action items that need to occur by then?</li> <li>Do we need to invite speakers and experts to meetings to speak on these topics?</li> </ul> </li> <li>Strive to reach consensus on next steps going forward</li> </ul>
2:45 p.m. – 3:00 p.m. 15"	<p><b>Summary, Next Steps; Next Meeting (Annie)</b></p> <ul style="list-style-type: none"> <li>What high level items did we discussed and decide on?</li> <li>What are the action items from this meeting?</li> <li>Future meeting(s) schedule and format.</li> </ul>
3:00 p.m.	<b>Adjourn</b>