

All issue statements should start with a title that identifies the intended audience, the date, and the author of the issue statement.

Issue Statement for Accessibly Advisory Council (AAC) Meeting

April 18, 2011

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Type of Action: (*Label the statement: Action or Information.* Action items require a decision. Information items do not require a decision)

Suggested Time Frame: (*Provide a suggested time frame*) **40 minutes with 15 minute discussion**

Sideboards Needed: (*Identify any limitations or sideboards needed for consideration in the discussion of the issue*) **Will require ongoing support to implement**

Issue: (*Give the issue a short title*) **Issue Statements can help increase the efficiency of Meetings**

Background: (*A brief but complete background statement should be included*).

Meetings can be more efficient if participants have time to consider issues before the meeting, and clearly understand the decision options. For each decision item on the meeting agenda, it would be helpful to prepare a 1-2 page handout, an "Issue" sheet, which will be posted on website prior to the meeting to help with attendees' preparation. The handout (with a date and list of preparers) should include a concise statement of the problem, a short background on the issue (and who to contact for more information), and whether it is a Decision or Information action stated as specifically as possible. On the handout there should be a statement on why this decision should be made by the AAC. In many cases, it can be an "information" handout to transmit the information to the AAC, and there might not be a need to put the issue on the AAC meeting agenda.

For ACTION issue statements, provide options for the action required. A decision by the AAC or for information sharing with AAC.

Decision 1: The AAC requires the use of "Issue" sheets for decision items.

Options:

In the meeting packet to be found on website, include an "Issue" sheet (with background and decision or information sharing options), especially for major or controversial decision;

Yes, they are now **required** for decision and other agenda items for information to be brought to the AAC; Note: Subcommittee Reports do not require an issue statement.

Decision 2: The AAC encourages reporting information items in writing (distribute before meeting, with agenda).

Options: discussion at meeting; or further input by e-mail or telephonically to presenter

If Decision: Assign someone to prepare a format and plan for implementation.

Options: Suggested person is: _____ or No one needed.

New DNR department and leadership provide new challenges and direction

- Meeting efficiency and productivity
 - on time and on topic
 - written communication
 - agenda development
 - availability of documents on website prior to meeting
 - support AAC and A-team preparedness thereby improving participation and
 - communication
- Support opportunities for public interaction
 - public notice of meetings
 - availability documents on website prior to meetings
- Ensure professional accessible documents, presentations and respectful communication and interactions occur
- Incorporate collaboration into agenda development
 - lessen staff work load
 - make effective use of resources
- Pre and post operations meetings to develop agenda and improve processes
 - support inclusion and team work between AAC and DNR staff
 - support ongoing improvement and responsive leadership

Meeting Roles

- Chair person – run meeting in support of meeting purpose of AAC, accomplishment of goals and outcomes, support public interaction, honest respectful communication
- Vice Chair - keep meeting on time
- Topic masters – 1 AAC/ 1 A-Team – keep meeting on topic, sit next to each other, speak up and redirect back on topic See schedule
- Accessibility Coordinator - overall responsible to ensure meetings meet purpose of AAC, goals and outcomes are accomplished and participation values are supported.

Meeting participation values

- open respectful communication
 - signal Chair person
 - when recognized by chair person - identify self and then talk
 - repeat each question you ask out loud to ensure all participants can hear
 - refrain from personal attacks
 - keep to topic on agenda

Agenda creation

- Issue statements and handouts submitted two weeks before meeting. See due dates
- Only those statements and handouts received by the due date will be put on agenda or used in meeting.
- Telephonic 30 minute pre and post meetings with Chair and Vice Chair, Accessibility Coordinator, A-Team representatives and sponsor(s).
 - Pre meetings
 - review agenda and issue statements, handouts
 - finalize agenda
 - Post meetings
 - review meeting processes
 - what went well what can be improved
 - incorporate changes into next meeting
- Accessibility coordinator post agenda, minutes, issue statements and handouts to DNR Intranet for posting on internet one week out. DNR A-Team Web liaison will post on DNR web page one week out.
- Accessibility Coordinator will send out notice on AAC listserv with link to webpage to facilitate retrieval of agenda, issue statements, minutes and handouts one week prior to meeting.
- Accessibility Coordinator will send out press release one week prior to meetings.

Agenda Format

- Accessibility coordinator will perform DNR functions for council welcome, wrap up and put meeting goals and expected outcomes up front on agenda
- Facilitate lunch quality, and quantity while meeting limited resource requirements
 - 30 minutes and moved to 11:30 (delivery from Chen's is at 11:00)
- Shorten time requirement for AAC meetings to enable AAC members and DNR staff to meet conflicting requirements, improve efficiency and public participation
- Incorporate components of DNR labeled decision making process for meetings into AAC to enhance productivity and improve efficiency and public interaction.
- Use Issue Statements, and process tools to support effectiveness of agenda, professionalism and accessibility of meetings, documents and communication

AAC Issue Statements and Handouts Due for 2011

May 2

June 6

September 6

October 3

Topic Masters Schedule for 2011

April 18 Laura Hall/Erica Moore

May 16 Michelle Mull/Erica Moore

June 20 Michelle Mull/Jane Gordon

September 19 Michelle Mull/Natalie Elkins

October 17 TBD/Jane Gordon

2011 Pre and Post meeting dates and times

TBA