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Agenda

1:30 – Introductions of Clay Ezell and Dr. Ethan Languri

1:35 – Review of CAP Guidance (general reminder)

Donovan Grimwood

1:45 – Upcoming events and outreach

Ginna McWhirter and Donovan Grimwood

1:55 – Review of SBEAP Annual Report

Donovan Grimwood

2:10 – SBEAP main page review and feedback

Ginna McWhirter and Donovan Grimwood

2:20 – Open Forum

Group discussion

2:30 – Adjourn

Review of CAP Guidance

Several boards or commissions may review their by-laws or governing principles on the first meeting of the year. It was thought we should consider adopting this, especially if changes and edits might be needed as we get used to operating with the guidance.

Upcoming events and outreach

TCA Conference Feb 5-6

Region 4 in-person training

Earth Day events with OSP

Additional events or activities

Review of SBEAP Annual Report

Draft report should be completed and sent out to CAP for review prior to meeting. Two versions are created: the flyer version for posting to the website and contributing to the OSP overall annual report and the more detailed CAP version.

SBEAP main page review and feedback

We're looking at redoing the SBEAP front page in terms of layout and information. Among other things is make the Annual Report more visible and insert the video that Ginna made. What are some of the things that you as a business owner or representative look for first in a website? What do you as a visitor to a state website want to see first? Are there any layout choices that have helped you navigate the website easier?