



1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:30 PM with committee member Betsy Ziegler in attendance via Zoom. Planning Analyst Theron Lay-Sleeper, General Manager Lisa Liotta, and Outreach and Education Manager Cassandra Hemenway also attended via Zoom. Theron Lay-Sleeper took minutes.
2. **Revisions to Agenda:** *There were no revisions to the agenda.*
3. **Approve Meeting Minutes from August 11th, 2021:** *Betsy Ziegler made a motion to approve the minutes of the August 11th meeting. The motion was seconded by Lee Cattaneo and passed unanimously.*
4. **FY23 Outreach Program Plan**

Cassandra Hemenway presented the Outreach Program Plan for FY23. The retail cart inventory will be sold until it is gone. Event kits and bin loans may be reopened with additional Covid-19 safety precautions. A mailer will be sent out to every resident of the district, based on feedback from the community survey in 2020. The committee suggested including a coupon or some other value-added aspect to the mailer.

Betsy Ziegler moved to recommend approval of the FY23 Outreach Program Plan to the full board. Lee Cattaneo seconded, and the motion was passed unanimously.
5. **Adjournment** – *Betsy Ziegler made a motion to adjourn, seconded by Lee Cattaneo. The meeting adjourned unanimously at 5:58 PM.*

Respectfully submitted by Theron Lay-Sleeper

Theron Lay-Sleeper