

CAWS STEERING COMMITTEE  
CONFERENCE CALL  
MEETING NOTES AND ACTION ITEMS  
SEPTEMBER 17, 2019 AT 8:30 A.M.

Call Participants: Kay Nelson, Lisa Frede, Anna-Lisa Castle, Dave Ullrich, John Quail, Robert Wakeman, Matt Doss, Molly Flanagan, Josh Ellis, Kathy Luther, Joe Exl, Dominique Edwards, and Candice Eklund.

## Discussion Items:

The main focus for the meeting is to discuss the agenda items for the In-Person meeting in Chicago on October 1, 2019. Kathy Luther previously emailed the agenda items to the Steering Committee for their input. Kathy also discussed the draft agenda item for the transition of the CAWS group from the Great Lakes Commission to Northwestern Indiana Regional Planning Commission (NIRPC).

### Agenda items suggestions for In-Person meeting

- With there being several new CAWS members, John Quail suggested providing a history on the formation of the group and the milestones over the years. Dave Ullrich agreed and felt the history could be provided by some of the members with the most knowledge. Josh Ellis and Matt Doss volunteered to create a 15 minute timeline of history and milestones since inception. Kathy Luther will also link the presentation to the CAWS page on NIRPC's website.
- Kathy contacted Betty Sutton, Executive Director for the Great Lakes and St. Lawrence Cities Initiative, who wants to be an active CAWS Steering Committee member. It was requested Dave Ullrich also remain active for his valuable historical expertise. Kay Nelson referred Kathy to the document for changing seats in the CAWS organization. Kathy will research memberships based on an organization and not on an individual basis, and send to the organizations who have expressed interest in the CAWS.
- Kathy captured all of the changes to the agenda live as they were being agreed on.
- NIRPC will send out a Doodle Poll for the In-Person winter meeting and provide proposed dates.
- If time runs short during the 'Reports from CAWS Group Members' at 3:30, Kay Nelson suggested the members write them down and submit them so they can be reflected in the minutes.
- As a reminder, the Steering Committee conference calls will be held on the 3<sup>rd</sup> Tuesday of each month at 8:30 a.m. CST. The next conference call is scheduled on October 15, 2019 at 8:30 a.m.
- The call ended at 9:17 a.m.