

Mike Eng

From: Ruth E.N. Siguenza, CPF [ruth@ruthsiguenza.net]
Sent: Monday, June 25, 2007 3:03 PM
To: ruth@ruthsiguenza.net
Subject: MRRIC Planning Group: Administrative schedule for July

Hello,

This is an update on administrative activities to support your July meeting.

JULY MEETING MATERIALS:

The facilitation team is currently working on developing the draft agenda for the July meeting, the June meeting summary and minutes, and other materials to support your work at the July meeting. We plan on distributing these to you on Friday, July 6th. We anticipate sending out five (5) items:

1. Draft agenda for July Drafting Team meeting
2. Draft Operating Procedures and Ground Rules for the Drafting Team in red line/strike out format so that you can see what changes the group made at its June meeting (by consensus)
3. Draft Operating Procedures and Ground Rules for the Drafting Team in a clean version (not red line/strike out) so you can see how the draft currently reads.
4. Draft meeting schedule, including an administrative schedule for materials distribution, for the July, August, and September meetings. The group will be setting its meeting schedule for October, November, and December at the July meeting.

In addition, the US Institute will sent out information regarding research on other collaborative efforts similar to MRRIC.

WEB SITE:

The US Institute, the facilitation team, and your co-chairs are working on the content for the Planning Group web site and hope to have it up and populated with information in 2-3 weeks, hopefully by the July Drafting Team meeting.

JULY MEETING LOCATION:

You will soon receive an e-mail from Pat Lewis at the US Institute confirming the hotel and meeting location for the July meeting.

Thank you for your candid feedback at the June meeting. While I realize that it was slow going working through the Operating Procedures and Ground Rules, you accomplished a great deal at last week's meeting. I am confident that you will complete the development and adoption of them at the next meeting and make a good start on the development of the MRRIC charter in July.

Congratulations!

Ruth

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