

**Public Service and Trust Commission
Committee on Changing Demographics
Organizational Meeting**

January 24, 2008

- I. Welcome and Meeting Overview
- II. Overview of Committee Tasks
 - A. Develop Outcome Goal
 - B. Develop Strategies
 - C. Develop Activities
- III. Mini-training Session on outcome goal, strategies, and activities
 - A. Characteristics of an Outcome Goal
 - 1. What is it meant to accomplish?
 - 2. Why is it necessary?
 - 3. How will it be measured?
 - B. Characteristics of Strategies
 - 1. What are they meant to accomplish?
 - 2. Why are they necessary? (impacts)
 - 3. How will they be measured?
 - C. Characteristics of Activities
 - 1. What are they meant to accomplish?
 - 2. Why are they necessary?
 - 3. How will they be measured?
- III. Review of Material
 - A. How information was obtained
 - B. How information was analyzed and organized
 - C. What material the committee is receiving
- IV. Tasks for next meeting
 - A. Review the committee charge
 - B. Review the bullets and supporting materials
 - C. Charge will be to create a general outcome goal based on the bulleted items
- V. Establish meeting schedule and timeline