**CES Planning Meeting Minutes 10-30-20**

Attendees: Laurie, Linda, Krestine, Rachel, Jan

Kim Ashmore Webinar November 18:

 Jan will make a follow-up call to Kim before the webinar

 Jan will introduce Kim after Linda gives a short presentation on Broads

 Laurie will do Q and A as well as technician

 Linda will send out thank you note/Laurie to post event on BROADS National website.

Pull em and Plant em:

Laurie to take care of registration. Liz Schotman, Washington Regional Manager of Surfrider Foundation has agreed and registered for Friday to be a hike leader. After we hear back from William and Dan, Laurie can take care of Friday registration as well as Wednesday and Thursday registration.

Jan will connect will invite the Chronicle for press. Jan and Laurie to check COVID restrictions for Lewis County and Thurston County.

Krestine will bring 3 canopies, 2 tables, and 4 chairs.

Barb will bring the other Broads first aid kit.

Jan has 8 shovels and 4 loppers/clippers. Jan had 3 bars on her phone and no internet access at the site. Jan will bring 2 tables, 1 canopy and extra work gloves.

Laurie to bring the Big Leaf Maples on Wednesday

Barb Fox Kilgore will bring the rest of the trees on Thursday.

Krestine will bring snacks, COVID supplies, and bowl for snacks.

Laurie to bring: 1 canopy, 1 chair, whiteboard w/pens, GOB banner, Broads newsletters and swag, 1 table, 4 clipboards, nametags, registration list, shovel, clippers, gloves, plastic bowl for snacks, duct tape, cord, water jugs,  trees and tree stands

Laurie to ask Micky to take pics.

Linda will help Laurie deliver supplies except trees and tree stands.

Morning Welcome/Covid Precautions, and Introduction:                    Laurie/Krestine/Jan

**Possible Schedule for Set Up/Take Down:**

Morning Set Up                                                 Jan/Linda/Krestine/Micky

                                                                            Jan/Micky/Krestine Thursday

                                                                        Jan/Laurie/Krestine/Micky  Friday

Take Down/Clean up                                   Jan/Linda/Laurie    Wednesday

                                                                        Jan/Laurie/Krestine Thursday

                                                                        Jan/Krestine/Laurie Friday

Next Meeting scheduled for Jan. 4th at 3:00 pm. Laurie to set up call on zoom.