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DATE: DECEMBER 3, 2013

TO: Members of the WESTCAPS Planning Committee

FROM: Teresa Makinen, Executive Director, WESTCAPS

SUBJECT: **MEETING NOTICE AND PLANNING COMMITTEE AGENDA**
Monday, December 16, 2013, 9:00 am to 3:00 pm
Location: BLM National Training Center, 9828 N. 31st Ave, Phoenix, AZ

A meeting of the WESTCAPS Planning Committee will be held at the place and time noted above. For questions, comments or to place an item on this or any future agenda, please contact Teresa Makinen at (480) 890-1927.

AGENDA

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|---------------------------------------|---------------------------------------|
| 1. <u>Call to Order</u> | |
| 2. <u>Approval of Minutes</u> | 2. For discussion and possible action |
| 3. <u>Reports</u> | |
| • Executive Director's Report | 3. For information and discussion |
| • Treasurer's Report | |
| 4. <u>WESTCAPS Administration</u> | 4. For discussion and possible action |
| 5. <u>BOR Report</u> | |
| • Plan of Study Update | 5. For information and discussion |
| 6. <u>New Business</u> | 6. For discussion and possible action |
| 7. <u>Status Reports from Members</u> | 7. For information and discussion |
| 8. <u>Strategic Planning</u> | 8. For information and discussion |
| 9. <u>Call to the Public</u> | 9. For information and discussion |
| 10. <u>Next Meeting and Adjourn</u> | 10. Adjourn |