

**Highland Lake Leadership Team
Education and Outreach Committee
December 15, 2020 Notes**

In attendance:

Gretchen Anderson
Ali Clift
Nancy Lightbody
Thomas VerLee
Amanda Pratt
Ashley Krulik
Heather Huntt
Dennis Brown

Previous minutes (11/17/20) accepted by Nancy, moved by Ashley

E&O Plan will be reformatted in Excel for the next meeting

Reviewed E&O Plan –

- Discussed phasing of project
- Include cost for continued committee meetings
- Reviewed estimated cost for each outreach item
 - o Total in-kind hours and estimated cost for reference
- Cost to attend Maintenance Workshop – offer incentive to the first few sign-ups, need to find price that reflects value but doesn't become too cost prohibitive
- Printing costs and quantities TBD based on method

Next Meeting: 3 pm on January 5th