

**Agenda**  
**Education and Outreach Committee (Highland Lake Leadership Team)**  
**March 18, 2020**  
**3:00 p.m. – 4:30 p.m. at Falmouth Town Hall**

- Review of Agenda
- Review and Acceptance of Minutes from 2/25/2020
- Public Forum on May 6, 2020
- E&O Plan Development (Heather and Ali): Firm up the audiences and the message; begin discussion of delivery tools, including some from LakeSmart.
  - Ali says: “To prepare for our upcoming E&O meeting, please review the list of common delivery tools used during education and outreach programs (Attached). The idea is for you to familiarize yourself with these methods and think about which ones are most applicable/useful/meaningful for each of our target audiences (decided at the February meeting). Not all of these delivery methods will work for Highland Lake, and there may be additional methods that I forgot. Please add them to the list to discuss at our meeting next week.
  - “Two things to note: First, all of the tools listed are general; there are many more specialized and specific versions of some of these tools; second, the LakeSmart program is a *collection* of delivery tools (i.e. a toolbox) so I have listed the key LakeSmart delivery methods but *not* the LakeSmart program.”
- Next E&O meeting?