

Summary of Steering Committee Meetings and Critical Decisions about Monitoring

Meeting # and Date	Elements # Discussed	Critical Decisions
Meeting 1 – 12/11/18	1 – Community Partnerships 2 – Community Specific Purpose for Air Monitoring 5 – Roles and Responsibilities	Reviewed draft charter (Section 1.3) Assigned District and Steering Committee member responsibilities (Section 5.1)
Meeting 2 – 1/24/19	1 – Community Partnerships 2 – Community Specific Purpose for Air monitoring 5 – Roles and Responsibilities	Elected Chair and Vice Chair (Sections 1.2, 5.1) Reviewed draft charter (Section 1.3) Set meeting schedule (Sections 1.3, 1.4) Revised Community Boundaries (Section 2.1) Identified top issues (Section 2.2)
Meeting 3 – 2/26/19	2 – Community Specific Purpose for Air Monitoring 4 – Air Monitoring Objectives	Adopted charter (Section 1.3, Appendix A) Approved final community boundaries (Section 2.1) Prioritize air quality concerns (Section 2.2)
Meeting 4 – 3/19/19	2 – Community Specific Purpose for Air Monitoring 3 – Scope of Actions 4 – Air Monitoring Objectives	Prioritize air quality concerns (Section 2.2) Discussed actions the plan could/should support (Section 3.1) Discussed objectives related to each concern (Section 4.1)
Meeting 5 – 3/26/19	3 – Scope of Actions 4 – Air Monitoring Objectives 7 – Monitoring Methods and Equipment 8 – Monitoring Areas	Finalized actions (Section 3.1) Finalized objectives (Section 4.1) Develop priority areas (Sections 8.1, 8.2)
Meeting 6 – 4/23/19	7 – Monitoring Methods and Equipment 8 – Monitoring Areas	Finalized Priority Areas (Sections 8.1, 8.2) Ranked Priority Areas for deployment of monitors (Section 8.1)
Meeting 7 – 5/28/19	7 – Monitoring Methods and Equipment 8 – Monitoring Areas	Finalized air monitoring proposal (Sections 7.1, 8.1, 8.2)
Community Tour – 6/25/19	8 – Monitoring Areas	Provided information about individual monitor placement (Sections 8.1)
Meeting 8 – 7/23/19	None (Meeting with Phil Serna and incentive	None (Meeting with Phil Serna and incentive funding

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	funding discussion)	discussion)
Meeting 9 – 8/27/19	None (incentive funding discussion)	None (incentive funding discussion)
Meeting 10 – 9/24/19	8 – Monitoring Areas 11 – Work Plan for Conducting Field Measurements	Determined location of Aeroqual monitor (Section 8.1, District website) Determined to locate a monitor at Parkway Swim Club (Section 8.1, District website) Phase 2 deployment exercise (Section 11.1)
Meeting 11 – 10/8/19	None (Community Emission Reduction Program (CERP) and low-cost sensor lending program discussion)	None (CERP and low-cost sensor lending program discussion)
Meeting 12 – 10/22/19	11 – Work Plan for Conducting Field Measurements	Decided Phase 2 deployment schedule (Section 11.1)
Meeting 13 – 12/3/19	8 – Monitoring Areas 12 – Process for Evaluating Effectiveness 14 – Communicating Results to Support Action	Exercise for Element 12 ideas (Sections 12.1, 12.2)
Meeting 14 – 1/28/20	12 – Process for Evaluating Effectiveness 14 – Communicating Results to Support Action	Adopted evaluation metrics for Element 12 (Sections 12.1, 12.2) Exercise for Element 14 (14.3, 14.4)
Meeting 15 – 2/25/20	14 – Communicating Results to Support Action	Adopted recommendations for Element 14 (14.3, 14.4)
Meeting 16 – 3/10/20	None (teambuilding meeting)	None (teambuilding meeting)