

PLEASE NOTE: The following draft Summary was reviewed, corrected and approved by the CPAC Bylaws Committee for approval by the CPAC at the upcoming September 19, 2007 meeting, as agreed upon by the CPAC at the August 22 meeting.

HCDA's Kaka'ako Makai Community Outreach Program

COMMUNITY PLANNING ADVISORY COUNCIL MEETING NO. 4

Location: John A. Burns School of Medicine

Date: August 22, 2007; 5:30 to 7:30 p.m.

From: Harmonee Williams, Townscape, Inc.

List of Attendees Attached

AUGUST 22, 2007 – MEETING NOTES

1. WELCOME AND OVERVIEW BY JANIS REISCHMANN

- This is the 4th meeting of the Kaka'ako Makai Community Planning Advisory Council (CPAC).
- Overview of Agenda and Meeting Rules
- Introductions consisted of a go-around, whereby each participant said their name and any organizational affiliation.

2. MEETING NOTES

- The June 25th Meeting Notes(Meeting #2)were distributed and approved.
- The July 25th Meeting Notes(Meeting #3)were distributed, with amendments from the Bylaws Committee. They will be posted on the HCDA website and presented for approval at the next meeting.
- "Proposed Procedures for Completing Meeting Notes for CPAC" was distributed and discussed. See attached.
- The CPAC agreed to the following general procedures for the duration of the facilitation relationship with Townscape:
 - Meeting notes will be taken by Townscape.
 - The CPAC Bylaws Committee will review the draft meeting notes after which the notes and any corrections will be posted to the HCDA website as draft meeting notes, subject to review by the CPAC.
 - At the subsequent meeting, any additions or corrections will be made to the notes by the members. The CPAC will then be asked to approve the meeting notes. Once approved, the meeting notes will be posted on the HCDA website as approved and the draft notes will be removed.

3. HCDA PRESENTATION

- Deepak Neupane of HCDA distributed a hand-out entitled "Information Related to Kaka'ako Makai." This included the legislative acts that affect Kaka'ako Makai, with the caveat that the collection may not be exhaustive; maps of the area, current projects with Kaka'ako Makai, and long-term leases. The information in the hand-out is posted on the HCDA website.
- Neupane gave an overview of the contents and said that the next important topic for the CPAC to know about are the environmental issues that affect Kaka'ako Makai. He will try to arrange for a presentation by DOH on that topic for the next meeting.
- Questions and Follow-up on the Legislative Section
 - The map attached for the Kewalo Keiki Fishing Conservancy (KKFC) site does not appear to be accurate.
 - The exact area is still unclear, but HCDA is working that out with KKFC. HCDA will report back to the CPAC once it is confirmed.
 - The language of the Act is clear that the KKFC marine conservation operations area is beside the Kewalo cove along the bulkheads, and the KKFC permit shows the location.
 - Is this on HCDA land?
 - Yes
 - Will KKFC be able to get permits for the area?
 - Yes, they will have the lease. HCDA will continue to be the landowner. We will work with them to help them get the permits they need.
 - How long will their lease be?
 - HCDA will provide this information once this has been determined.
 - It was suggested that KKFC provide a presentation on their non-profit program and accomplishments.
 - Why is HCR 30 not included in the Legislative package list and materials compilation?
 - HCDA can add it. HCR 30 was passed out at a previous meeting and is also posted on the HCDA website.
 - The CPAC should be provided with all the sections in Chapter 206E of the Hawaii Revised Statutes that may pertain to Kaka'ako Makai.
 - Not all of Chapter 206E is specific to Kaka'ako Makai. We only included what was specific to the area.
 - Sections 31.5 through 34 are related to Kaka'ako Makai either specifically, such as Sections 31.5 and 34, or in general, such as certain sub-sections of Section 33.
 - Chapter 206E is extensive.
 - HCDA could post a link to this law for reference online.

- Is there a place where the public can see what permits HCDA has recently approved or not?
 - HCDA has discussed doing this and will report back on the timing for making this change.
- Can HCDA post links to all of the bills, including the session laws?
 - The session laws are not easily located.
 - The State Legislative Reference Bureau (LRB) has all the Session Laws.
- Questions & Follow-up on the Maps Section
 - What is the difference between Section 5a and Section 5b Lands?
 - A portion of any income derived from uses of Section 5b lands must go towards the education of persons with Hawaiian ancestry.
 - What is the history of the ownership of Kewalo Basin, Parcel 1?
 - Lands that were not originally ceded can take on the character of being ceded lands.
 - What do the acronyms on the map stand for?
 - KS = Kamehameha Schools
 - CRCH = Cancer Research Center of Hawaii
 - OHA = Office of Hawaiian Affairs
 - HCDC = Hawaii Children's Discovery Center
 - JABSOM = John A. Burns School of Medicine
 - What do the red lines mean?
 - These are the land use boundaries.

- How do 5a and 5b Lands affect HCDA planning for the area?
 - 5b Lands directly affect OHA, with 20% of the revenue derived by HCDA going to OHA for Hawaiian programs, so they are included in all negotiations on those lands.
 - 5b lands are also included in a ceded lands trust
 - The majority of a parcel must be 5a or 5b to be designated as such.
 - Currently, HCDA voluntarily asks for OHA's participation on negotiations.
 - If they didn't, OHA would probably advocate for it.
- In response to the several questions on the history of the lands, Reischmann asked if there was interest in a follow-up presentation on the history of the uses and significance of the area.
 - CPAC members agreed this would be important.
- Is OHA doing the research on the history of ownership of the lands in this area?
 - Yes, and it gets extremely complicated trying to piece together the historical uses and owners.

- There was only one exchange deed between the Hawaiian Government and the Bishop Estate Trustees in 1891, followed by a grant deed for the same Kaka'ako Makai area from the Bishop Estate Trustees to the Territory in 1919, after annexation.
- Questions & Follow-up on the Current Projects Section
 - If there's going to be work on the drainage culvert/canal, could we look at connecting the proposed OHA cultural center with the park?
 - Yes, it's possible.
 - What are the timelines for the CRC and the Biosafety Research Lab? Where will the parking go?
 - These were good questions that HCDA doesn't have answers for yet but will report when they know.
 - There was agreement that the medical complex development principals should be invited to give presentations to the CPAC.
 - Is anything holding up demolition of the old marine mammal lab?
 - No.
 - Will KS build their proposed Asia Pacific Research Center without tenants?
 - No. It's the developers' duty to find tenants and they are aiming for a commitment of at least 2/3 occupancy for the first phase.
 - Is Phase I of the Asia Pacific Research Center mauka or makai of the Gold Bond Building?
 - Makai
 - What is the height limit for the CRC building?
 - It is based on the present Kaka'ako Makai Area Rules.
 - The City is responsible for making sure anything built here is in compliance with the Makai? Area Rules.
- Questions & Follow-up on the Leases Section
 - Can the radio tower be moved? Is it commercial or public?
 - Yes. It is commercial.
 - What does the last column "Early Termination Clause" mean?
 - It means that HCDA can terminate the lease early.
 - What does PBRC stand for?
 - Pacific Bio Lab Research Center
 - Who is responsible for remediation?
 - It is the responsibility of the lessee if they caused the pollution, and if it is in their lease agreement.
 - Do the HCDA leases have liability and remediation provisions for each contract?
 - Yes.
 - Which contracts have remediation provisions?

- We would have to go through each contract to find that out.
- The CPAC agreed to wait until hearing from the DOH to determine whether additional information about lease conditions is needed.

- What are the various contract classifications?
 - Market value leases and public use leases.
- Which leases are the \$1 public use leases?
 - JABSOM, City & County, AAFES, CDC, and PBRC
- Can the CPAC suggest changes to the waterfront part of the park, e.g., the amphitheater or concessions?
 - Yes
- Can HCDA ask the DOH to include information on estimated remediation costs?
 - Yes – to the extent that they have that information.
- Summary of Items for Follow-up
 - HCR 30, 2006
 - Kaka'ako Makai Area Rules
 - Web links to Acts and §206E, HRS.
 - HCDA Permit requests – update on whether they can be posted online
 - Future presentations:
 - Environmental Issues (with costs)
 - Historical
 - KKFC
 - Previous plans for the area
 - UH, CRC, RBL plans
 - KS (Asia Pacific Resource Center)
 - City & County
 - It would be good for CPAC members to also have:
 - A Clear aerial photo of area
 - A Map that shows existing conditions and uses

4. BY-LAWS COMMITTEE PRESENTATION

- Hand-outs were distributed (attached).
- Michelle Matson provided a brief introduction on the "Bylaws History Outline," commenting that the history is a condensed compilation of highlights from professionally-guided meetings and understandings, including the workshop points that guided the HCDA on the advisory working group's formation and bylaws, followed by HCDA Board and advisory working group meeting highlights leading up to the establishment and purpose of the Bylaws Committee. See attached.

- Reischmann facilitated the CPAC's reaffirmation of organization actions approved by consensus at the July 25th meeting, including:
 - Agreement that having a framework for conducting advisory working group business would be helpful.
 - Agreement that the advisory working group's name will be the Kaka'ako Makai Community Planning Advisory Council (CPAC).
 - Agreement that the CPAC will be a working group to "meaningfully participate in the development, acceptance, and implementation of any future plans for the development of Kaka'ako Makai," as consistent with the Legislative advisory that formed this working group.
 - Agreement that the next steps of the CPAC will be to develop a Vision, Guiding Principles, and Action Plan to move the vision and guiding principles forward.

These organizational guidelines were reaffirmed by consensus of the CPAC.
 - Michelle Matson reported on the Committee's evaluation of Dr. Nalua'l's list of rules submitted at the July 25 meeting. See attached.
 - Wayne Takamine led the CPAC's continuing discussion on operating procedures and guidelines.
 - The CPAC agreed with the importance of all CPAC meetings being open to the public in accordance with the Sunshine Law, and that the general public should be able to speak and be heard, and be polled for community feedback.
 - The CPAC agreed that any member of the general public would be welcome and invited to participate in CPAC discussions over the long term.
 - This was followed by discussion on CPAC Participants, and the difference between "General Public Participants" and "Advisory Working Group Participants," the latter being those who make a commitment to attend CPAC meetings regularly to "meaningfully participate in.. any future plans for.. Kaka'ako Makai" in accordance with HCR 30.
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- One member of the CPAC argued that such a distinction would make the group "exclusive" and there should be no exclusivity in a voluntary community group, and if not everyone can come to every meeting they should not have fewer rights or privileges.

- This comment was questioned because the subject under discussion was “Participation” by the general public and CPAC participants. It was decided that this comment would be more properly addressed under the next section related to “Decision Making.”
- It was pointed out that the CPAC needs to be a credible group comprised of members committed to take on forthcoming planning responsibilities by coming to meetings regularly and educating themselves on the issues in order to make sound decisions.
- It was suggested that these qualities be thought of as group values rather than rules.
- No consensus was reached on this point since time was running short, and because the information was new to some people it was decided they should have the opportunity to review the remaining discussion points further for the next meeting.
- CPAC members were invited to attend the next Committee meeting on September 12 to discuss any material that they would like clarified, and they were encouraged to email their comments or ideas to the Committee.

5. NEXT STEPS

- Next meeting will be September 19th at 5:30 at the same location (JABSOM).
- Agenda will include:
 - Presentation on environmental conditions of Kaka'ako Makai (if presenters from DOH are available)
 - Continued discussion regarding participation and decision-making
- Reminder to please send all materials for CPAC meetings to HCDA at least 5 working days before the meeting to ensure there is time for the materials to be copied and posted for participants in advance.

List of Attendees

Anderson, Amy
Bannick, Nancy
Barrett, Paul
Bogert, Bill
Ching, Randy
Cristofori, Marilyn)
Crone, Bob
Cross, Karen
Dang, Mike
Dias, Ashley
Faulkner, Kiersten
Feltz, William
Foster, Norman

Hamada, Jack
Hedlund, Nancy
Kadowaki, Jay
Kaneshige, Cheryl
Killeen, Kevin
Kimura, Paul
Lizama, David
Lowry, Kem
Loy, Bob
Matson, Michelle
Miller, David
Morisato, Neal
Musick, Marla
Nalua'I, Dr. Solomon
Oda, Bob
Okada, Dexter
Quinn, Richard
Scheuer, Jonathan
Smoke, Ann
Sohn, Kristen
Takamine, Wayne
Tamashiro, Elaine
Thompson, Jennifer
Thorpe, John
Valera, John
Watanabe, Suzanne
Wong, Mark
Yajima, Loretta

Proposed Procedures for Completing Meeting Notes for CPAC August, 2007

These procedures are proposed by Townscape Inc for the duration of its relationship with the CPAC (probably one or two meetings)

1. Meeting notes will be taken by Townscape.
2. A member of CPAC, designated at the CPAC meeting, will review the draft meeting notes. Once reviewed and okayed by the CPAC designee, the minutes will be posted to the HCDA website as draft meeting notes, subject to review by the CPAC.
3. At the subsequent meeting, any additions or corrections will be made to the minutes by the members. The CPAC will then be asked to approve the meeting notes. Once approved the meeting notes will be posted on the HCDA website as approved.

By Laws Committee Agenda for August 22, 2007

I. History of the HCDA's advisory group procedural process requirements and guidelines. (Presenter: Michelle)

See attached.

II. Reaffirmation of organizational actions approved by consensus at the July 25, 2007, CPAC meeting. (Facilitator: Townscape):

At the last advisory working group meeting we agreed by consensus on the following:

- We agreed that having a framework for conducting business would be helpful.
- We agreed that our name would be the Kaka'ako Makai Community Planning Advisory Council (CPAC).
- We agreed the CPAC would be a working group to "meaningfully participate in the development, acceptance, and implementation of any future plans for the development of Kaka'ako Makai," as consistent with the Legislative advisory that formed this working group.
- We agreed that as the CPAC we wanted to take the next steps to develop a Vision, Guiding Principles, and Action Plan to move the vision and guiding principles forward.
- Do we reaffirm these things that we agreed upon at the last meeting?

III. Review of Dr. Nalua'I's list of rules (Presenter: Michelle):

- Dr. Nalua'I was invited to participate but did not attend the August 15 Committee meeting.
- The Committee agrees with many of the listed rules and concurred most are currently followed at CPAC meetings.
- The Committee first reviewed Section B, a list of "Proposed Guidelines for Conduct of Adult Community Meeting, and resolved the following:
 - Many of these were incorporated in the original By laws draft, for example:
 - ✓ All meetings are open to the public;
 - ✓ All views are to be respected and considered;

- ✓ All committees are voluntary and open to anyone interested; and
 - ✓ We should strive for consensus in decision-making.
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- Items 13 and 20 pertain to the facilitators who are now on contract.
 - Item 17 regarding not using “Lokapa’s Rules” (Roberts Rules of Order) will be tabled until the time when or if more formal procedural rules are adopted by CPAC.
 - The Committee noted that many rules listed, including the personal conduct rules (items 6 through 12), are very consistent with how this group has been operating to date.
 - The Section A list of “Omissions from CPAC Bylaws” was then discussed. The Committee found that the items on the list pertain to two categories; Membership Participation and Decision Making. The Committee proposes that we continue to define the CPAC process for Membership Participation and Decision Making during this meeting.

IV. Continued discussion and decision making related to group operating guidelines (Moderator: Erik or Facilitator)

It is important to note that there are two key elements that will be participating in the Kaka'ako Makai planning process:

General Public Participants: The general public may come and go to participate at open CPAC meetings by offering ideas and planning concepts and providing feedback on the best public use for the public lands of Kaka'ako Makai.

- In accordance with the Sunshine Law, the Committee has recommended that all advisory working group meetings are open to the public and any member of the public has the right to speak and be heard and be polled for community feedback. Can we agree on that?
- The Committee has additionally recommended that any member of the general public shall be welcome and invited to participate in CPAC working group discussions over the long term. Can we agree on that?

Advisory Working Group Participants: The advisory working group participants make a long-term commitment to become knowledgeable on planning issues pertaining to Kaka'ako Makai public lands and communicate area-wide master planning considerations to the public and HCDA as the community liaison.

As we agreed at our last meeting, the CPAC is a “working group” with the expressed purpose to “meaningfully participate in the development, acceptance and

implementation of any future plans for the development of Kaka'ako Makai." To do this in a responsible and credible manner, the "working group" should serve as a magnet for ideas that should be considered and synthesized over time.

- As a "working group" do we agree that those participating are making a commitment to attend meetings and "meaningfully participate" over time?
- The Committee has recommended that any member of the public can participate on the working group. Do we agree that those members of the public who have the interest and the time to make this commitment can be called the participating members of the working group?

The advisory working group participants need to be able to contact each other to fulfill their commitment of meaningful participation.

- Do we agree that to exchange information and communicate on matters concerning the working group, advisory working group participants should fill out a form with their appropriate contact information?

We have now agreed / cannot agree on ___ things. If the latter, what would other people suggest as alternative solutions for the previous ___ remaining questions regarding participation?

Question 4 – Decision Making.

Consensus: A Consensus is defined as an opinion or positions reached by a group as a whole, and which does not require a "majority" consideration.

- This group has been conducting business, whenever possible, through consensus – that is, by all agreeing there are no objections to an action or decision before moving forward. Do we want to continue to strive towards a consensus when making decisions?

Majority votes: Majority votes is defined as the number constituting more than ½ of the total (as in the number larger than ½ the total number in agreement)

- From time to time, as in our last meeting, a consensus cannot always be reached and we have put things to a vote. The position receiving the most votes has prevailed. Do we want to continue this practice?

Additional points that we may want to consider (either today or at a later point in time) may include:

- Is it helpful to define a quorum, that is the minimum number of working group participants to be able to conduct a working group meeting?
- Is it helpful to define the type of majority if votes need to be taken, such as a simple majority – 50% plus one, or a super majority of 2/3 for more significant issues?

The general public, who may only be interested in a single issue or may just be at a meeting to find out what is going on, may also want to collectively express positions at meetings comprised of advisory working group participants who made a commitment to “meaningfully participate” over time. The Committee agrees that there should be a way to provide this opportunity and invite the general public to express their opinions. The advisory working group could then take this information under advisement as one of the factors in forming their decisions and subsequent recommendations to the HCDA.

- Do we agree that the public may form a consensus or vote in a poll if desired on any issues of discussion at the CPAC meetings?
- Do we agree that the CPAC will be the decision making body for Kaka`ako Makai planning recommendations to be presented to the HCDA?
- Do we agree that the CPAC will consider public feedback at open public meetings before Kaka`ako Makai planning recommendations are presented to the HCDA?

We have now agreed / cannot agree on ____ things. If the latter, what would other people suggest as alternative solutions for the previous ____ remaining questions regarding decision making?

Question 5 – Key Functions to Consider.

The Committee has identified several key functions we think need to happen for the CPAC to work more effectively to fulfill its charter to be “a working group that meaningfully participates in the development, acceptance, and implementation of any future plans for the development of Kaka’ako Makai.” (HCR 30)

Specifically:

- Act as the liaison between the Community and the HCDA
- Help the meeting Facilitator(s) set meeting agenda
- Ensure accurate records of meetings and attendance, including minutes and other documents which may help CPAC achieve its chartered purpose.

Do people agree these functions need to happen? If so, how do we want to accomplish them? Is anybody willing/interested in doing one of these three things? Are people OK with _____, _____, and _____ helping to do these functions?

HCDA ADVISORY WORKING GROUP BYLAWS HISTORY OUTLINE

A. What Are Bylaws?

Bylaws are operational procedures documented and adopted to inform and instruct meeting members and participants on the purpose, jurisdiction, structure, policies and operations of the organization and the conduct of its meetings. Bylaws can be amended from time to time depending on the needs of the organization.

B. Why a Bylaws Committee Was Formed

1. March 16, 2007, Workshop for HCDA

This workshop was conducted by Townscape consultants to inform and advise HCDA board members of the process by which an advisory working group could credibly function in matters of planning for the future of Kaka'ako Makai. Documents provided: HCR30, 2006; Sunshine Law Opinion; OMPO CAC Bylaws; List of Kaka'ako Makai stakeholder meetings.

a. Highlights of the Advisory Working Group Structure

- Advisory Working Group will be established as a long-term active entity, self-organized with Bylaws and Facilitation
Credible - Not an ad hoc entity that "shotguns"
- Membership of the Advisory Working Group
 - Group inclusiveness and diversity - recommendations from group perspective of broad representation
 - Long-term commitment and attendance
 - Primary and alternate representatives
 - Option of evolving membership for applications/resignations
 - Committed body of participants seeking information to make informed decisions

- Make sure that public is aware and involved - all meetings open to the public (Sunshine Law), and greater public involvement through periodic larger meetings
- Operations of the Advisory Working Group
 - Bylaws – ground rules (Example: OMPO Bylaws)
 - (1) Member qualifications – consistent attendance to demonstrate interest
 - (2) Method for conducting business - good meeting practices
 - (a) Consensus and majority rules
 - (b) Sunshine law
 - (3) Chair and Vice Chair – Best if neutral community members with board and meeting procedural experience; Vice Chair assumes Chair's duties in Chair's absence
 - (4) Committee Structure
 - (a) Working Committees
 - (b) Special Committees
 - Facilitator
 - (1) Decided by Advisory Group
 - (2) Purpose: to work through difficult issues

b. Discussion Highlights

- General Public to have input through larger meetings;
- Advisory Group membership should be evolving, so if certain groups want to participate, they can apply and people can also opt out;
- Required attendance to demonstrate interest;
- Each organization could name its representative and alternate with people changing from time to time;
- Concern that there may be more than one individual representing an entity versus just one person from another entity which might skew the results if majority rules;
- Advisory Group adopts a set of bylaws or ground rules to assist in ways of conducting business, how members can join the group, and how decisions are made - this ensures that the group will follow good practices and work together effectively.
- The best possible future is for HCDA and the Advisory Group to work as a partnership and for HCDA to depend on the advice of the Advisory Group;
- Everyone should agree on the Guiding Principles to be understood in the same way;
- If there is an outside proposal it will go through the Advisory Group for advice on the proposal.

- Advisory Group needs to be knowledgeable, informed, and actively engaged;
- Advisory Group should take it upon themselves to seek out information about the issues being considered;
- Some of the meeting time is spent educating the Advisory Group with presentations so the participants become better equipped to help make recommendations;
- Documents to review: facts, rules and realities such as legislative mandates, land conditions, contaminants and costs involved, lease terms of current tenants, past Kaka'ako Makai plans;
- Consider the more open Request for Qualifications process, which selects the most qualified person, developer, etc., who will then work together with the Advisory Group and the HCDA.

2. April 10, 2007, Advisory Working Group Formation Public Meeting

- Townscape reported on 48 interview meetings, common themes and differences.
- Role of the Advisory Working Group
 - Advisory, not final decision-making
 - “The more structured the Advisory Working Group is, the more credibility they will have, and the more impact their recommendations can have on HCDA’s decisions... If the Advisory Working Group is well-organized and credible, then their advice will be listened to.”
- Call for Organizations and Individuals to Serve on the Advisory Working Group
 - Sign-up sheets were passed out
- Organizational Structure – self-organizing
 - Example: OMPO CAC Bylaws were passed out
- Call for Bylaws and Facilitator Selection Committee Volunteers
 - Committee volunteers signed up

3. May 2, 2007, HCDA Board Meeting (Staff Report Excerpts)

- At the April 10 Advisory Working Group formation meeting Community members expressed the need to include individuals as well as organizations to participate in the advisory group.
- There is a list of organizations and individuals who signed up, as well as suggestions from participants to include individuals and organizations not present at the meeting.

- Participants understand that it is an advisory group and not a final decision-making group, and retaining "Advisory" in the group's name should also help.
- Input between the Advisory Working Group and the HCDA should work both ways. The HCDA will receive progress reports from the Advisory Working Group and the Advisory Group will receive information on and clarification of the background, history, environmental conditions, legislative requirements, rules and regulations, etc. for the Makai Area. This would be a two-way process, instead of the group working in isolation to come up with recommendations.
- Advisory Group needs to understand physical conditions as well as legal positions.
- Advisory Group members are interested in reviewing past plans because they realize that, although outdated, some of those plans may contain important elements.
- The HCDA needs to continue to emphasize what it is statutorily mandated to do, and the relationship between what the HCDA's obligations are and the responsibility to the community.

- If the process is approached with open minds and open hearts, success can be achieved.

4. May 8, 2007, Advisory Working Group Organizational Meeting

- Participant Statements of Interest
Participants stated their interests and experience that could contribute to the Advisory Working Group's planning work for Kaka'ako Makai.
- Continuing Membership Sign-Up
- By Laws Committee Update
 - The Committee reviewed OMPO CAC Bylaws and found that with some work this could be tailored to the Working Group's needs.
 - To be all-inclusive of individuals as well as organizations, Interest Groups are contemplated to give each interest an equal voice. Interest Groups would function as focus groups and working committees, with outside experts invited to provide information on their topic for recommendations to the larger group.
 - Someone should be a liaison between the Advisory Working Group and the HCDA. This is usually the Chairperson's role.
 - The Bylaws draft will be sent to the registered Advisory Working Group members for review and comment by a certain deadline.
 - Comments received will be reviewed and evaluated for incorporation into the Bylaws.
- Facilitator Selection Committee Update

□ Compiled and condensed by Michelle Matson, CPAC Bylaws Committee