

California Association of Bond Oversight Committees

2/6/2020 6:23 PM

A California Public Benefits Corporation

Corporation formed September 19, 2019

Corporation Number 4319346

Internal Revenue Service Approved Exempt Federal Income Tax Effective September 19, 2019

Donations tax deductible to the fullest extent allowed by law.

7 Executive Committee Minutes, February 4, 2020

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Purpose Statement: "The specific purpose of this corporation is to provide training, assistance, encouragement to California School Proposition 39 Citizens' Bond Oversight Committee Members through development of training materials, delivery of online training, conferences, workshops, formation of regional groups of California Citizens' Bond Oversight Committees and representing common interest at the statewide level." (Articles of Incorporation, Section 4)

7

Standing Weekly Executive Committee meetings on Tuesday's at 9:00 am, unless cancelled by President.

8

Zoom Call Instructions: meeting ID 483 227 641, password 989031, 1.669.900.6833

9

10

~~Not Bond Oversight Committee members, but not requested, to attend the Executive Committee meeting.~~

11

Please silence your cell phone.

12

AGENDA MINUTES

13

Day/Date: Tuesday, February 4, 2020

14

Time: 9:00 AM

15

Place: Jack Weir's home, 31 Bandridge Place, Pleasant Hill, CA and Zoom

16

17

Executive Committee present: Jack Weir, Anton Jungherr, Nick Marinovich (Zoom), Gregg Visineau

18

Executive Committee absent: None

19

Professional Advisor present: Sallie DeWitt (Zoom)

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ACTION

21

Call to Order – Jack Weir at 9:01 am.

22

Northern California Visioning Workshop, Saturday, February 8, 2020, 8:30 am to 3:00 pm

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- Event Project Plan (
- Presentation Folder (Blue) - approved
 - Cover
 - Program
 - Brochure
 - Membership Application
 - Confirmed Attendance – 23 (including four Executive Committee

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- 32 ○ The Challenge/The Solution, Little Hoover Commission Recommendations,
33 Professional Advisor Description, Directory Professional Advisors, Directory
34 Board of Directors,

35 Logan and slogan - approved

36 Appointment of Professional Advisor Ben Steinberg, WCCUSD activist, Board Member,
37 Contra Costa Taxpayers Association, Chair No on WCCUSD Measure R Proposition 39
38 (March 3, 2020), Contra Costa County.

39

40 **DISCUSSION**

41

42 Board Policy Partnership Program (draft) – Gregg Visineau, Anton Jungherr and Sallie
43 DeWitt prepare second draft based on discussion.

44 Professional Advisor Description (draft) – Anton Jungherr prepare second draft based on
45 discussion.

46 California legislative proposal to amend Education Code Section 15284. Education Code
47 Section 15284 provides that a taxpayer residing in the school district can take action to obtain
48 an order restraining and preventing any expenditures of Proposition 39 bond funds for various
49 conditions. This section further provides if an order is obtained a court may award
50 attorneys’ fees. The proposed legislative change would replace “may” with
51 “shall.” Marcus Crawley, our Professional Advisor, made this suggestion. It is
52 noted that February 21, 2020 is the last day for bills to be introduced. Tabled,
53 no action at this time. Consider at part of a comprehensive legislative package
54 for 2021.

55 Good of the Order

- 56 • Gregg Visineau expressed his concerns about the pace of our startup activities.
57 • Nick Marinovich expressed his interest in work on immediate issues. He agreed to
58 prepare a list for review by the Executive Committee.
59 • Interest was expressed with meeting with Andrea Dawson, Chair of the Legislation
60 Standing Committee.

61

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63 Items for Next or Future Agenda(s)

- 64 • Website
- 65 • Standing Committee Launch
- 66 • Database
- 67 • Conflict of Interest Statement

68 Subject Matter Issues (Parking Lot)

- 69 • Teacher housing
- 70 • Deferred maintenance
- 71 • Short equipment useful life

72

73

INFORMATION ONLY

74 Minutes Last Executive Committee meeting, January 21, 2020 (29)

75 Directory Board of Directors

76 Directory Professional Advisors

77 Future Agenda Items - none

78 STANDING COMMITTEES

Name	Assignment		
Training Materials	Dena Florez * Gregg Visineau Chris Hanson Anton Jungherr	Prepare Member Handbook	Need
Membership Recruitment	Anton Jungherr * Judith Box Dena Florez	Prepare recruitment materials	1,000 members 50 professional advisors Need
Legislation	Andrea Dawson * Ouranar Riddle Anton Jungherr Sallie DeWitt	Effectiveness and results performance	Need

¹ Tentative 2020 Objective as reflected in Budget draft, as reviewed by Executive Committee on December 10, 2019.

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Name	Assignment		
Jack Weir Nick Marinovich	audits legislation		
Membership Customer Services	Nick Marinovich * Carolyn Castillo Dena Florez Anton Jungherr	Prepare CBOC database	Need
Public Relations	Gregg Visineau * Dena Florez Jack Weir Anton Jungherr Steve Mick	Design website and prepare newsletter mailing list	website, issue monthly newsletters, Visioning Workshops Need

79

80 *Chair. Each Standing Committee needs to select a Vice Chair.

81

82

ADJOURNMENT EXECUTIVE COMMITTEE

83 Meeting adjourned by President Jack Weir at 9:56 am.

84 Date of Executive Committee minutes: February 6, 2020

85 Minutes prepared by Anton Jungherr, Secretary

86 Distribution: Board of Directors and Professional Advisors

87

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7 Executive Committee Minutes, February 4, 2020

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NEXT MEETINGS

90 Executive Committee (weekly meetings on Tuesday's at 9:00 AM, unless canceled by
91 President)

- 92 • February 11, 2020
- 93 • February 18, 2020
- 94 • February 25, 2020
- 95 • Every Tuesday thereafter, unless canceled by President Weir

96 **Board of Directors Quarterly Meetings - Tentative**

- 97 • March 14, 2020) at 10:00 AM– Northern California
- 98 • June 13, 2020 – Southern California
- 99 • September 12, 2020 – Northern California
- 100 • December 12, 2020- Southern California

101 **First Annual Membership Meeting**

- 102 • April 2021 (date/time/place TBD)

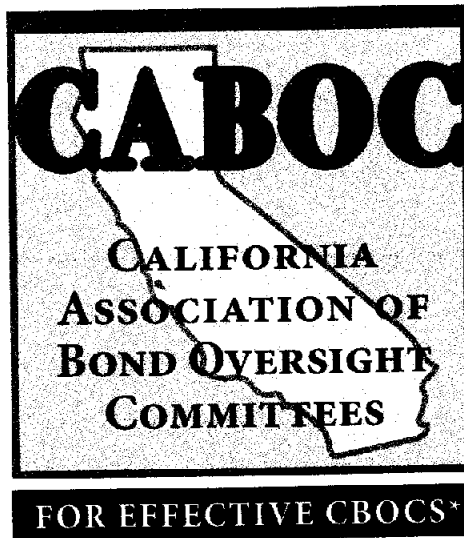
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NORTHERN CALIFORNIA VISIONING WORKSHOP

SATURDAY, FEBRUARY 8, 2020

8:30 AM – 3:00 PM

**City of Hercules Press Room
2001 Refugio Valley Road
Hercules, CA 94547**

* DRAFT LOGO AND SLOGAN

1.31.20

VISIONING WORKSHOP

The newly formed California Association of Bond Oversight Committee (CABOC) is hosting a visioning workshop in the Bay Area on Saturday 8, 2020 details follow. The purpose of the workshop is to allow current and former members of Prop 39 citizen bond oversight committees, and other community stakeholders to develop a shared vision of CABOC's future. This vision will inform and guide subsequent strategic planning efforts.

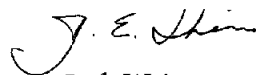
The workshop condenses a good deal of activity into a relatively short time, so full-time concentration and a prompt start are essential. Attendees will be given an opportunity to check messages during breaks.

All attendees share equal rank in the workshop, except for the facilitator, we'll leave our stripes at the door.

Since many attendees have never attended a Future Search Conference workshop, the format may be uncomfortable; trust the process.

The workshop will be facilitated by Jack Weir, President and Co-Founder of CABOC, a certified Future Search Conference facilitator. Participants will not only contribute to the creation of the vision statement but will bring back to their constituencies the energy and ideas necessary for the success of our start-up and ongoing activities.

CABOC was formed in 2019 as a California Public Benefits Corporation by present and former Citizens' Bond Oversight Committee members who want to provide online training, assistance and encouragement to California School Proposition 39 CBOC members.



Jack Weir,
President and Co-Founder of CABOC

CABOC PURPOSE

The specific purpose of this corporation is to provide training, assistance, and encouragement to California School Proposition 39 Citizens' Bond Oversight Committee Members through development of training materials, delivery of online training, conferences, workshops, formation of regional groups of California Citizens' Bond Oversight Committees and representing common interest at the statewide level. (*Articles of Incorporation, Section 4*)

WHAT IS CABOC?

CABOC was formed in 2019 as a California Public Benefits Corporation by present and former Citizens' Bond Oversight Committee (CBOC) members who want to provide online training, assistance and encouragement to California School Proposition 39 CBOC members. In September 2019 we were recognized as exempt from federal income tax under Internal Revenue Code Section 501(c)(3). Donors can deduct contributions they make to CABOC under IRS Section 170 to the fullest extent allowed by law.

SCHOOL PROPOSITION 39

Proposition 39 requires school districts that pass Proposition 39 bonds to seat a Citizens' Bond Oversight Committee (CBOC) to assure the community that bond funds are expended in the fashion outlined in the district's bond resolution. The CBOC must meet at least once a year and inform the public about the expenditure of bond revenues. The CBOC shall actively review and report on the proper expenditure of taxpayers' money for school construction.

**CABOC VISIONING WORKSHOP
FEBRUARY 8, 2020**

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AGENDA

TIME	ACTIVITY	WHO
8:30	Registration, breakfast	All
9:00	Welcome; introductions; ground rules	Jack
9:20	Icebreaker	Jack
9:30	Visioning theory, concepts	Jack
9:50	BREAK	
10:00	Small group work	All
10:30	Report out to large group	All
11:00	Large group identify themes	All
11:30	LUNCH/DISCUSSION	All
12:00	Small group develop presentations	All
12:45	Report out to large group	All
1:30	BREAK	
1:45	Small groups amplify major ideas	All
2:00	Report out ideas	All
2:30	Vote for alternative (silent vote)	All
2:45	Roundtable reactions	All
2:50	Select options (silent voting)	Jack
2:55	Conference audit	All
3:00	Adjourn to spread the word	Jack

CABOC VISIONING WORKSHOP PRESENTER

JACK WEIR

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JACK WEIR, BS, MA

PROFESSIONAL EXPERIENCE

- Retired after 33 years in 1996, Director of Data Systems, Pacific Telesis Group
- Principal, Change for the Better, a professional consultancy, 1996-present
- Chief Technical Officer, SASCO Electric, Inc., 2003-2004
- Founded Toward Better Systems, Inc. 1996, retired 2005

EDUCATION AND PROFESSIONAL CERTIFICATIONS

- BS Organizational Behavior, University of San Francisco (with Honors)
- MA Organizational Transformation, John F Kennedy University (with Honors)
- Certified Data Processing Professional (ICCP)
- Certified Future Search Consultant
- Certified Alternative Board (TAB) Consultant

CIVIC AND PRO BONO EXPERIENCE

- President, Contra Costa Taxpayers Association
- Former Director, Alameda County Mediation Services Agency
- Former COB, New Directions Counseling Center, Concord
- Former Chair, Contra Costa Community College Bond Oversight Committee
- Former Member, Mt. Diablo USO Bond Oversight Committee
- Former Chair, John Swett USO Bond Oversight Committee
- Co-Founder and former Chair, Contra Costa Veterans Employment Committee
- Former Director, California League of Bond Oversight Committees (CaLBOC)
- Founder and President, Pleasant Hill Taxpayers Association
- Former President, Pleasant Hill Citizens for Responsible Growth
- Former Councilman, City of Pleasant Hill
- Former Director, Central Contra Costa Transit Authority
- Member, Rossmoor Republican Club
- Certified NRA Instructor - Rifle, Pistol, Range Safety Officer
- Co-founder, California Musketeers Youth Shooting Club
- Former Western Regional Director, Mercedes-Benz Club of America
- Vigil Member, Order of the Arrow, Scouting Honor Society
- US Army, 1957-1963, Germany, Korea, CONUS-Army Commendation Medal

CABOC WELCOME LETTER

DRAFT

1.31.20

As a co-founder of the California Association of Bond Oversight Committees (CABOC), I want to welcome you to our organization and to the effort to improve public oversight of California's massive school bond programs.

As the Little Hoover Commission report and several grand juries have made clear, the independent oversight of Prop 39 school bonds has been sadly lacking in far too many instances. Our kids deserve and their parents and other taxpayers have generously approved bond proposals to build and update safe and useful facilities. However, it is clear that many citizen bond oversight committees (CBOC's) either do not fully understand their responsibilities or have not been adequately oriented or trained in their role.

In return for lowering the voter threshold on school bond proposals from 2/3 to 55% taxpayer advocates lobbied for the provision that school districts opting for the Prop 39 method must put in place an independent CBOC. That committee, composed of members representing various segments of the community, is charged with monitoring the bond program, and reporting to the public on whether the district has:

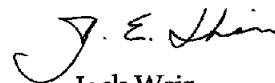
- Delivered the facilities promised;
- Spent tax dollars wisely and efficiently;
- Used bond funds for actual construction and improvements, and not for administrative or salary costs, and
- Has performed financial and performance audits of all bond fund expenditures.

Ultimately, the public must rely on objective and factual reports from CBOC's as an independent source of information, and it is vital that CBOC members understand this relationship.

CABOC has launched an ambitious but realistic project to develop and provide pertinent initial training, as well as ongoing support for CBOC's, partnering with other stakeholders at the state and local level.

There is plenty of challenging work in this effort, and you will be afforded an opportunity to find those tasks that best suit your talents and passions.

I look forward to meeting and talking with you, either at a training session or at a workshop. Your work is critically important to the public education system, and I'm very proud to have you on board!


Jack Weir
President

CABOC PURPOSE STATEMENT

The specific purpose of this corporation is to provide training, assistance, and encouragement to California School Proposition 39 Citizens' Bond Oversight Committee Members through development of training materials, delivery of online training, conferences, workshops, formation of regional groups of California Citizens' Bond Oversight Committees and representing common interest at the statewide level.

(Articles of Incorporation, Section 4)

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BOARD OF DIRECTORS

OFFICERS

Jack Weir,* *President*

Contra Costa County

Nick Marinovich,* *Vice President*

San Diego County

Anton Jungherr,* *Secretary & Treasurer*

Contra Costa County

BOARD MEMBERS

Judith Box

Contra Costa County

Carolyn Castillo

Los Angeles County

Andrea Dawson

Alameda County

Dena Florez

Los Angeles County

Chris Hanson

San Francisco County

Steve Mick

Contra Costa County

Ouranar Riddle

Solano County

Armando Rodriguez

Los Angeles County

Gregg Visineau*

Contra Costa County

* EXECUTIVE COMMITTEE MEMBERS

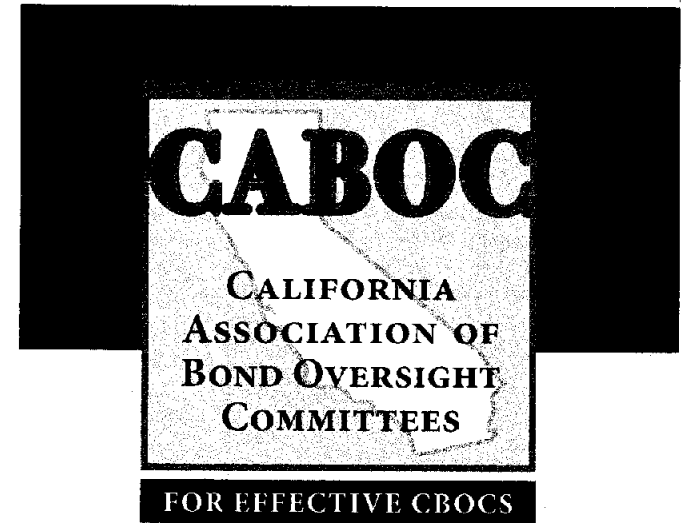
CONTACT INFORMATION:

Anton Jungherr, Secretary/Treasurer

Phone: (510) 697-7212 ♦ Fax: (510) 799-2124

Email: CABOC999@gmail.com

FEB. 2020



MEMBERSHIP BENEFITS

- ♦ Membership is Free
- ♦ Free Newsletter
- ♦ Free Help Desk
- ♦ Resource Library
- ♦ Free Conferences and Workshops
- ♦ Vote at Annual Meetings for Board of Directors
- ♦ Training, Encouragement & Support

CABOC is a membership corporation whose members elect a board of directors at the annual membership meeting to whom they delegate responsibility for the direction of this corporation in accordance with the California Corporation Code, the Articles of Incorporation and bylaws.

www.BondOversight.org

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CABOC ♦ CALIFORNIA ASSOCIATION OF BOND OVERSIGHT COMMITTEES

GUIDING STATEMENT

The Little Hoover Commission is a bipartisan independent California oversight agency to promote economy and efficiency in state and local government.

“The Commission fulfills this charge by listening to the public, consulting with the experts and conferring with the wise. In the course of its investigations, the Commission typically empanels advisory committee, conducts public hearing and visits government operations in action.”

The Little Hoover Commission in their Report #236, February 2017 made the following recommendations in regards School Proposition 39 bonds to the Governor and the Legislature for their consideration. These recommendations will guide the focus and work of CABOC.

LITTLE HOOVER COMMISSION 2017 RECOMMENDATIONS FOR LOCAL BOND OVERSIGHT

In its update of its 2009 bond oversight study, the Commission heard testimony and recommendations focusing both on improving the bond issuance process and improving local oversight, particularly in bolstering the effectiveness of local Citizens' Bond Oversight Committees as previously recommended by the Commission. Based on the testimony and written comments received, the Commission expands on and refines its prior recommendations for improving local bond oversight.

RECOMMENDATION 3:

The California Debt Investment Advisory Committee is encouraged to expedite the development of training materials for locally-elected officials on bond issuance.

Specifically, in addition to webinars, online training and other written materials, this should include a one- or two-page guide for local officials including key questions that should be answered by staff and consultants on the terms of any bond authorization, including total cost of the bond, including interest and fees and the effect of a bond issuance on debt ratio.

RECOMMENDATION 4:

Policymakers should enact legislation requiring a truth in bonding statement be provided for review by elected officials prior to authorizing a bond issuance.

RECOMMENDATION 5:

Policymakers should enact legislation requiring the county treasurer to review and comment on bond issuance proposals prior to authorization. The county treasurer also should advise policymakers on maintaining a prudent debt ratio.

RECOMMENDATION 6:

Develop easy-to-access online training materials for members of Citizens' Bond Oversight Committees.

Specifically, the Governor and Legislature should direct and authorize one-time funding to the Fiscal Crisis and Management Assistance Team to develop online training

www.BondOversight.org

for local Citizens' Bond Oversight Committee members, with input and assistance from the California Debt and Investment Advisory Committee and the California League of Bond Oversight Committees.

RECOMMENDATION 7:

The Governor and Legislature should update and overhaul the education code related to the Strict Accountability in Local School Construction Bonds Act of 2000.

◆ Amend statutory code on performance audits to include the effectiveness and results of the bond program.

◆ Expand the role of Citizens' Bond Oversight Committees in selecting and interacting with bond program auditors.

◆ Require bond measures proposed to voters under the reduced threshold to include specific project lists.

◆ Change the appointment authority for members of Citizens' Bond Oversight Committees.

◆ Require districts to provide a minimal budget for the oversight committees, including a budget to hire independent counsel with municipal bond expertise.

◆ Require districts to provide a Web presence for Citizens' Bond Oversight Committees to prominently display meeting agendas and reports.

RECOMMENDATION 8:

Impose sanctions for school and community college districts that fail to adhere to constitutional and statutory requirements of Proposition 39 including preventing the district from adopting future bond measures under the reduced voter threshold.

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CABOC

**CALIFORNIA ASSOCIATION OF
BOND OVERSIGHT COMMITTEES**

WHY JOIN CABOC?

- ◆ Membership is Free
 - ◆ Free Newsletter
 - ◆ Free Help Desk
 - ◆ Resource Library
- ◆ Free Conferences and Workshops
 - ◆ Vote at Annual Meetings for Board of Directors
- ◆ Training, Encouragement & Support



Join online, email or mail to:
Anton Jungherr
121 Ash Court, Hercules, CA 94547
Caboc999@gmail.com

www.BondOversight.org

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CABOC
CALIFORNIA ASSOCIATION OF
BOND OVERSIGHT COMMITTEES
MEMBERSHIP APPLICATION
Membership is Free!

NAME

SCHOOL DISTRICT / ORGANIZATION

PHONE

EMAIL ADDRESS

- CBOC Member (voting)
- Former CBOC Member (voting)
- Associate Member (non-voting)

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(Articles of Incorporation, Section 4)

Join online, email or mail to:

Anton Jungherr

121 Ash Court, Hercules, CA 94547

Caboc999@gmail.com

www.BondOversight.org

CABOC
Northern California
Visioning Workshop February 8, 2020
Invitation List

ORIGINAL EMAIL INVITATION
DISTRIBUTED 1.18.20

1/31/2020 4:43 PM

	A	B	C	D	E	F	G	H
1	Last Name	Name	Comment	Status	Ack	R 1:2.4.20	R2: 2.7.20	Note
10	Block	Liz Block	former Board member WCCUSD	Y	*			510.685.3635
11	Box	Judith Box	Board	Y	*			
12	Brauning	Leon Brauning	former CABOC Board member	Y	*			
13	Clay	Dennis Clay	WCCUSD whistle blower	Y	*			925.470.0970
14	Crawley	Marcus Crawley	Professional Advisor	Y	*			car pool 510.307.2378
15	Dawson	Andrea Dawson	Board	Y	*			
16	DeWitt	Sallie DeWitt	Professional Advisor	Y	*			
17	Freese	Paul Freese	Fire District budget oversight committee	Y	*			
18	Hanson	Chris Hanson	Board	Y	*			415.717.5986
19	Humes	Lorraine Humes	Professional Advisor	Y	*			
20	Jungherr	Anton Jungherr	Board	Y	*			
21	Kelley	Chris Kelley	Vice Mayor City of Hercules, former WCCUSD CBOC	Y	*			510.684.4919
22	Lozito	Linda Lozito	Professional Advisor	Y	*			
23	Marinovich	Nick Marinovich	Board	Y	*			2.7.20 overnight AJ
24	Mick	Steve Mick	Board	Y	*			925.838.7570
25	Moore	Cameron Moore	WCCUSD CBOC, PTA rep	Y	*			
26	Phillips	Stefanie Phillips	CEO Chamberlin Foundation	Y	*			909.319.4266
27	Pricco	Sue Pricco	CoCoTax President, former CBOC Chair	Y	*			
28	Riddle	Ouranar Riddle	Board	Y	*			707.592.8958
29	Riddle	Gary Riddle	husband, CBOC member Dixon	Y	*			
30	Visineau	Gregg Visineau	Board	Y	*			
31	Waller	Tom Waller	WCCUSD former CBOC Chair	Y	*			510.334.2277
32	Weir	Jack Weir	Board, presenter	Y	*			

15

California Association of Bond Oversight Committees (CABOC)

Visioning Workshop
Saturday, February 8th, 2020
8:30 AM to 3:00 PM

City of Hercules Press Room
2001 Refugio Valley Road
Hercules, CA 94547

Project Plan for an Effective Event	Responsible Party		
	JW	AJ	GV
MARKETING			
Prepare list of prospective attendees to receive event invitations		1.18.20	
Add telephone numbers to list of prospective attendees		Done	
Distribute event invitations to list of prospective attendees via e-mail		1.18.20	
E-mail/phone follow-up with prospective attendees who have not yet RSVP'd		Done	
Acknowledge those attendees who have RSVP'd		Done	
Follow-up reminder #1 for actual attendees		Feb 6	
Follow-up reminder #2 for actual attendees, including directions and maps		Feb 7	
MANAGE THE EVENT FACILITY & SUPPORT SERVICES	JW	AJ	GV
Establish and control event budget		*	
Identify event location and reserve facility		1.21.20	
Prepare map of facility/room layout		*	
Prepare and deploy direction signage for street, parking and room location		*	
Ask the Venue Provider for street signage stands		*	
Preview meeting room and setup (prior to start of event)	Feb 8	Feb 8	Feb 8
Restroom signage (only as needed)		*	
Evacuation route signage (only as needed)		*	
FOR THE VENUE PROVIDER			
2 LARGE TABLES (for food service and registration)			
30 FOLDABLE CHAIRS, onsite and in the room, folded and stacked			
ROOM PRE-HEATED to 70° F			
CATERING, FOOD, REFRESHMENTS, BREAKS	JW	AJ	GV
Survey prospective caterers depending on event schedule & requirements			Done
Select caterer			Done
Finalize # of attendees for caterer			Feb 5
Finalize catering contract for meals, breaks & snacks, incl delivery			Feb 5

Catering delivery to venue site	8:00 AM			Feb 8
Registration & Breakfast	8:30 AM			Feb 8
Begin Workshop	9:00 AM			Feb 8
Morning Break	9:50 AM			Feb 8
Lunch	11:30 AM			Feb 8
Afternoon Break	1:30 PM			Feb 8
End Workshop	3:00 PM			Feb 8
Extra plates, bowls, utensils, napkins, cups (incl "hot cups"), etc				x
Tablecloths w/tie down "clips"				x
Rubbish/recycling bins with liner bags				x
Plastic carrying bags, large brown paper bags				x
Ziplok storage bags				x
Paper towels				x
Assorted potato chips, other lunch "fillers"				x
Extra cream & sugar				x
Additional breakfast juices & sparkling waters				x
Afternoon drinks, including individual bottled waters				x
Ice chest w/ice cubes				x
Labels to identify food items throughout the day				x
BASIC EVENT MATERIALS & SUPPLIES		JW	AJ	GV
Camera to document flip charts, white boards, pinned material, etc				x
Surge-protecting power strip w/2 extension cords				x
Blue painter's tape: Affix flip chart (and other paper) to painted walls				x
Masking tape: Affix paper-to-paper				x
Gorilla tape for cordage and other floor safety items				x
Push pins (where allowed, for paper to bulletin boards)				x
Loose paper and loose pencils (held in reserve, for 20)				x
Flip chart ink pens (5 x 4-coloured packs, held in reserve)				x
Flip charts, self-adhesive (at least 100-sheets for 20 participants)			x	
Presentation material: Marking pens, flip charts, other miscellaneous items	x			
Folding card tables for break-out groups: 4			x	
Folding card tables for break-out groups: 2	x			
Self-adhesive dots for flip chart voting (at least 200 for 20 participants)			x	
Post-It Notes, 3" x 3" (at least 100 for 20 participants)			x	
Pens (at least 20 for 20 participants)			x	
Index cards, 3" x 5", 5-10 per participant			x	
Sharpie's, black, 5-pack (held in reserve)				x
Collate materials and produce the Workshop Programs (contents below)	Feb 5	Feb 5		