

# Thurston Climate Mitigation Collaborative

## Staff Team Meeting Summary – January 3, 2024

### AGENDA

1. Staff Team Roles and Responsibilities
  - The Staff Team discussed the division of labor between them for the multiple committees, projects, and ongoing work duties and made preliminary assignments.
2. Annual Report Process
  - The Staff Team discussed the process of gathering data, assembling the annual report format, and the timeline for the 2023 Annual Report.
3. ILA for Regional Initiatives
  - The Staff Team reviewed the most recent draft of the Regional Initiatives ILA and discussed language flagged for more discussion.
  - The Staff Team discussed the timeline and necessary actions needed to get the ILA executed soon.
4. Website Discussion
  - The Staff Team discussed the content that would be important to include on a TCMC website and the organization of that content.

### Staff Team Contact Information

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City of Tumwater (note taker): Alyssa Jones Wood can be reached at [AJoneswood@ci.Tumwater.wa.us](mailto:AJoneswood@ci.Tumwater.wa.us)

If you need additional context for any item included above, please reach out to the Staff Team's designated note-taker.