



## **PIP Subcommittee Report**

**Meeting Date:** July 8, 2008

**Subcommittee Action:**

It was agreed that the old plastic STOPPP bags will be recycled properly, instead of reused.

**Requested Technical Advisory Committee Action or Feedback/Guidance:** None needed at this time.

### **COUNTY FAIR TRAINING**

#### **Booth Set-up Discussion**

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- Three tables with informational documents and appropriate give-away items separated by subject matter - Stormwater, Coastal Cleanup Day, HHW/Oil.
- Move diorama to side of booth to allow the public better access to the booth's tables & information
- Add a welcome sign to entice people to enter booth
- Drill hole in Landscaper's Guide Book and add string to attach to rack so it is not stolen
- Create large version of Too Toxic To Trash Poster
- Make larger displays for Coastal Cleanup Day table and Stormwater Table

#### **Fair Advertising/Promotion Suggestions**

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- Place ad in the Examiner's County Fair insert, published August 7 and handed out at Fair.

#### **Staff Logistics**

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- Booth staff are welcome to exchange shifts with other groups – notify Marilyn of changes
- Marilyn (Redwood City), Eva (Burlingame), & Mike McElligott (San Mateo) will be “on call” for staffing emergencies/breaks.
- Booth should be staffed by at least 2 people for the majority of the time. Contact Marilyn if your agency can only provide one person; and she will try to pair you with another member agency.

#### **Staff Roles & Duties**

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- Wear SMCWPPP tag to denote who you are representing
- Arrive 10 minutes early for shift
- Monitor amount of give-away items on tables
- Use counter to track number of people stopping by booth
- Empty trash at end of shift
- Replace water in buckets for diorama
- Take pictures of the booth in action, if possible

#### **Materials Review, Talking Points**

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- All materials on display were demonstrated by Sarah Pratt with a discussion about how to use materials and brochures to answer people's questions.
- “Talking Points”, “Outreach Materials and How to Use Them”, and “Frequently Asked Questions” documents will be emailed to each PIP member. Please forward these to all city staff who will be working the booth. The sheets will also be laminated and placed in the plastic drawers at the Fair.



**Diorama Training**

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- Redwood City Public Works staff explained how to use the stormwater diorama. Key points:
  - DON'T TOUCH ANYTHING BUT THE SURGE PROTECTOR SWITCH
  - Clean out water buckets for shift changes
  - Put display cover on diorama at end of day
- Instructions will be in the plastic rolling cart at the booth, as in years past.

**Announcements**

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- Sarah Pratt - [www.flowstobay.org](http://www.flowstobay.org) website re-design will be launched on July 21<sup>st</sup>.

**Subcommittee Work That Affects Other Subcommittees:** N/A

**Next Steps:** Review handouts on Material Use, FAQ's & Talking Points to prepare to fair outreach.

**Next Meeting Date:** September 9, 2008 – 10 am to noon