

**ORANGE COUNTY  
DEPARTMENT OF ENVIRONMENT, AGRICULTURE,  
PARKS AND RECREATION**

**MEMORANDUM**

**To:** Commission for the Environment  
**From:** Rich Shaw  
**Date:** September 3, 2014  
**Subject:** Environmental Summit 2014

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The 2014 Environmental Summit will be held on Saturday, October 11 (9:30am – 12 noon) at the Maple View Agricultural Environmental Center on Dairyland Road.

Staff will lead a discussion of the following logistics during your meeting. We welcome your input!!

**Program** – a draft program for the summit is provided for your final review and approval. Please note that I had to shorten the critical issues from how they appeared in front of the actual report.

**Refreshments** – coffee (cream/sugar), juice (apple/orange), bagels and cream cheese, fruit (bananas, grapes, apples, oranges), and water (large container, pitchers, ice). Plates, cups, napkins [Lynn/DEAPR]

**Displays** – DEAPR displays on groundwater, impaired streams, hydrilla in the Eno River, land conservation. What organizations should the CFE invite to participate?

Potential organizations include Solarize Hillsborough, Sierra Club, New Hope Audubon, Triangle Land Conservancy, Friends of Bolin Creek, Eno River Association, NC Botanical Garden, Sierra Club, others?

**Publicity** – Save the Date flyer (& pdf), news release, newspaper calendars, County web site,

**Invitations** – BOCC, town boards, OWASA, land trusts, other NGOs, other advisory boards, etc.

**Other Needs:**

Sign-In Table with name tags, pens, sign-up sheet w/email, SOE display copies  
Handouts: summit agenda, cards with SOE2014 web address [SOE on CD?]  
Signs, tent cards  
Bin signs to identify what goes where for disposal (food, napkins, cups, plates)  
Educational / awareness poster re compostables [Rebecca]  
Small signs about local sourcing (Rebecca)  
Floor easels / table-top displays [DEAPR]  
Giant 4' earth beach ball [Rebecca]  
iPod and speaker for music (9:30-10:00am) [Rebecca]  
Laptop & Projector  
Gifts for speakers (framed photos)  
Talking points for Jacobs, Sassaman, Hintz, Gordon