

**TASK FORCE ON PUBLIC INFORMATION AND EDUCATION  
BUSINESS MEETING**

**Administrative Office of the Courts  
Redwood Room, Third Floor  
455 Golden Gate Avenue  
San Francisco, California 94102-3660**

**Tuesday, September 11, 2007  
8:30 a.m. to 11:30 a.m.**

**AGENDA**

<b>Tab</b>	<b>Time</b>	<b>Item</b>	<b>Action Required</b>	<b>Presenter/Facilitator</b>
	8:30 – 8:35 a.m.	<b>Welcoming Remarks</b>	❖ None	Presiding Justice Judith McConnell, Chair of the Task Force on Public Information and Education
	8:35 – 9:10 a.m.	<b>Introductions</b>	❖ Task Force members, consultant and staff introduce themselves and describe background and talent they bring to the Task Force	Justice McConnell
	9:10 – 9:20 a.m.	<b>Roles and Responsibilities</b>	❖ Review role and responsibilities of chair, members, consultant and staff	Mr. Peter Allen, Manager, AOC Executive Office Programs Division
<b>8</b>	9:20 – 9:40 a.m.	<b>Task Force Charge</b>	❖ Review charge, key issues, and set context	Justice McConnell
<b>6 &amp; 8</b>	9:40 – 10:00 a.m.	<b>Support Materials</b>	❖ Review of materials (background materials, Bert Brandenburg’s list, and explanation of graphic Potential Information and Education Audiences)	Mr. Allen  Ms. Dianne Bolotte, Assistant Director, AOC Executive Office Programs Division
<b>9</b>	10:00 – 11:15 a.m.	<b>Task Force Discussion</b>	❖ Discuss charge and begin discussion	Justice McConnell
	11:15 – 11:25 a.m.	<b>Subcommittees</b>	❖ Establish subcommittees	Justice McConnell
<b>10</b>	11:25 – 11:30 a.m.	<b>Tentative Schedule</b>	❖ Review schedule and next meeting date	Mr. Allen

