

City of Raleigh – Solid Waste Services
Recycling Focus Groups (downtown city business owners/managers)
 Meeting Agenda, September 24 & 25, 2007

Location: Downtown Raleigh Alliance

Start/End Times: Monday, September 24: 10 am – 12 noon or Tuesday, September 25: 3 pm – 5 pm

Facilitators: Carroll Whitney, Whitney & Ridout, Inc. and Bianca Howard, SWS, City of Raleigh

Meeting Objectives:

1. To assess progress and gaps of the current Recycling Program for downtown city businesses
2. To provide downtown city business owners/managers an opportunity to offer feedback, as well as have a positive interaction with SWS and the City of Raleigh

Guidelines:

1. Participation is encouraged
2. Recommendations and input will be captured and followed up

Day 1 (Sept 24 th)	Day 2 (Sept 25 th)	Topic
10:00	3:00	Welcome, Objectives, Guidelines, Introductions of participants (Carroll/Bianca)
10:15	3:15	- Background of Raleigh Downtown Recycling (Bianca) - Highlights of the year - Quick recognition of the first downtown businesses to recycle
10:30	3:30	Input for program expansion (Carroll) (group discussion, notes captured on flipcharts) <ul style="list-style-type: none"> ◆ What works? What doesn't work? What needs to change? ◆ Specific questions: best days for pick up? Bin usage? Best ways to communicate about the program? ◆ Ideas for expansion of the program?
11:15	4:15	Break – 5 minutes (snacks provided)
11:20	4:20	Next steps – the future of downtown recycling, additional ideas for expansion (Carroll)
11:45	4:45	Thank you presentation/gift to business owners/managers (Bianca)
11:55	4:55	Final Comments, Close by 12:00/5:00 (Carroll/Bianca)