Gouveia, Susan

From: Lashway, Lisa
Sent: Wednesday, July 09, 2014 9:27 AM
To: Canning, Sean; Gouveia, Susan
Subject: FW: July 30 Morris Canal Working Group AGENDA

Lisa Lashway
Mt. Olive Twp. Clerk
973-691-0900 Ext. 7291
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PO Box 450
Budd Lake, NJ 07828

From: Kelly, Megan [mailto:mkelly@njtpa.org]
Sent: Tuesday, July 08, 2014 4:26 PM
To: Kelly, Megan
Cc: Behrend, David; Fields, Zenobia; Ritter, Ted; Goldman, Lois; Greenfeld, Douglas; Haburay-Herrling, Eliza
Subject: RE: July 30 Morris Canal Working Group AGENDA

Morris Canal Working Group Stakeholders,

It has come to my attention that in the original email (below), the email to RSVP to was not working. Please use this email ehaburay@njtpa.org to RSVP for the July 30th Morris Canal Working Group meeting at the Cherry Blossom Welcome Center in Branch Brook Park, Newark. Please RSVP by July 25, 2014.

Further details on the full working group meeting are below in the original email.

Thank you,

Megan E. Kelly
Principal Planner, Regional & Subregional Studies
North Jersey Transportation Planning Authority
One Newark Center, 17th Floor
Newark, NJ 07102
tel: 973-639-8414
fax: 973-639-1953

From: Kelly, Megan
Sent: Monday, July 07, 2014 9:30 AM
To: Kelly, Megan
Cc: Behrend, David; Fields, Zenobia; Ritter, Ted; Goldman, Lois; Greenfeld, Douglas; 'Haburay-Herrling, Eliza'
Subject: July 30 Morris Canal Working Group AGENDA

Morris Canal Working Group Stakeholders,

The Morris Canal Working Group agenda has been finalized for the meeting on July 30th at 10am in the Cherry Blossom Welcome Center (Newark, NJ). In this meeting we'll recap the very successful Morris Canal Greenway conference, have a featured speaker present, and introduce the new standing meetings structure and schedule. We'll also review leadership opportunities and ways to get involved, discuss the communications strategy and municipal outreach plan, and finally speak about the next steps. The working group **agenda is attached**. A sign-up sheet will be distributed at the working group meeting for committee volunteers.

In preparation for this very full agenda, I'd like to ask participants to provide a **one paragraph update of your efforts** to preserve the Morris Canal since the conference was held on March 27th when you **RSVP (no later than July 25th)** to Eliza Haburay-Herrling at ehaburay@njtpa.org. We'll be compiling all of these updates for distribution at the meeting. Seating space is limited, so I do encourage you to RSVP.

Provided below is the standing meetings schedule first announced in my previous email. Please note the December Working Group meeting date has been updated from December 1st to December 4th. With this standing meetings schedule, I'd like to ask for **volunteers to host a meeting**. In an effort to meet across the entire corridor, meetings have been held in Newark, Morristown and at Waterloo Village, but we'd like to get out to more communities to show the diversity of the Morris Canal corridor. The venue needs are outlined below the standing meetings chart.

Standing Committees	**Executive Team**	**Working Group**
May 29, 2015	June 30, 2014	**July 30, 2014** **10-Noon** Cherry Blossom Welcome Center Branch Brook Park Newark, NJ *Directions below
September 30, 2014	October 30, 2014	December *4*, 2014
January 30, 2015	February 27, 2015	March 30, 2015

Working Group meeting needs:

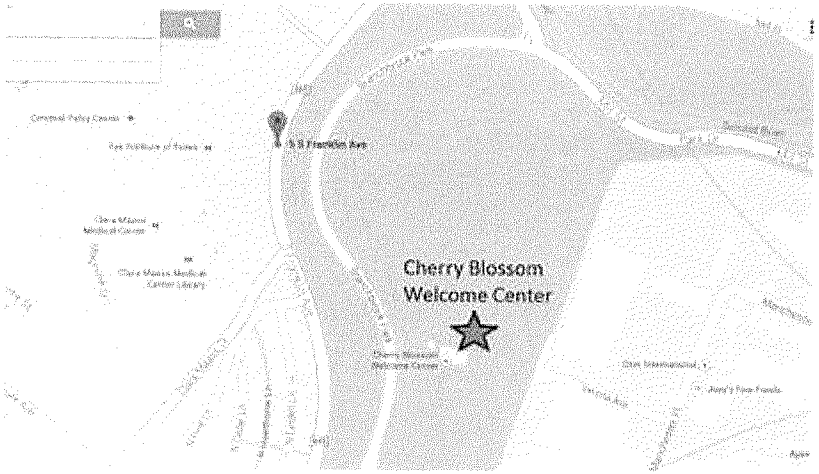
- Seating capacity: 50-100 people
- Duration: 3 hours (30 minutes for networking and set up, 2 hours for the meeting and thirty minutes to wrap-up and to vacate the space)
- A/V Needs: Outlet and screen for presentations, if available, may also need microphones.
- Preference: AM Meeting
- Contact information for facilities manager

Standing Committee meeting needs:

- Seating capacity: 15-40 people
- Duration: 5 hours (2 hours for each standing committee meeting (2 total) and 30 minutes of networking and 30 minutes to wrap-up)
- A/V Needs: Outlet and screen for presentations, if available, may also need microphones.
- Preference: AM Meetings
- Contact information for facilities manager

Please email me by **July 22nd** if you'd like to **volunteer to host** a Morris Canal Working Group meeting or the Standing Committee meetings. And please **RSVP** to Eliza Haburay-Herrling at ehaburay@njtpa.org for the July 30th **Working Group meeting** at the Cherry Blossom Welcome Center in Newark no later than **July 25th**.

Please be advised that getting to the Welcome Center can be a little tricky. **Transit and Driving Directions** to the Cherry Blossom Welcome Center can be found on the Branch Brook Park Alliance website under the Park Information tab, http://www.branchbrookpark.org/Park-Information/Directions.aspx. Please be aware, entrance to the welcome center can be a little confusing as there is no physical address for this venue. If you plan to drive, enter **5 Franklin Avenue Newark, NJ** into your GPS, as this provides the best entrance into the park for the Cherry Blossom Welcome Center. This location is across the street from the welcome center.



Please contact me with any questions.

Thank you,

Megan E. Kelly
Morris Canal Working Group Project Manager

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Newark, NJ 07102
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