

The Planning Department Presents  
**The Planning Chairs Operations Workshop (P-COW)**

*An in-depth training session  
for chairs and vice-chairs of community planning groups*

City staff conducts a training session to help community planning group chairs and vice-chairs maximize meeting effectiveness. Topics of discussion include agendas, running the meetings, Council Policy 600-24 Administrative Guidelines, and the Brown Act. The workshop is a great opportunity to hear dialogue about procedures and operations of other community planning groups, and to share planning group experiences and information.

**WHEN:** Thursday, June 30, 2016  
6:00-8:00 P.M.

**WHERE:** Metropolitan Operations Center  
9192 Topaz Way, San Diego

Please RSVP to: the Planning Department [SDPlanningGroups@sandiego.gov](mailto:SDPlanningGroups@sandiego.gov)  
or at (619) 533-6307 **by June 23, 2016**

**With your RSVP, please include your name, email, and community.**