



## Neighborhood and Community Engagement Commission June 23, 2009 Meeting Notes

Logan Park, 690 13<sup>th</sup> Ave. NE, 55413  
(Reviewed and finalized at 7/28/2009 NCEC meeting)

**NCEC member attendees:** Tony Anastasia, Doron Clark, David Crockett, John Finlayson, Bill Helgeson, Mark Hinds, Crystal Johnson, Melanie Majors, Marcea Mariani, Matt Massman, Ed Newman, Matt Perry, Karen Lee Rosar, Breanne Rothstein, Jeffrey Strand, Ami Thompson. **NCEC members absent:** none

**City staff:** Jennifer Lastoka, David Rubedor, Pa Vang; **Facilitator:** Anne Carroll  
**Guests:** City Council Member Robert Lilligren, City Coordinator Steven Bosacker

Agenda Item	Content	Outcomes/Next Steps (Person Responsible)
<p><b>1. Welcome and thanks!</b></p> <p><i>(Council Vice President Robert Lilligren and City Coordinator Steven Bosacker)</i></p>	<ul style="list-style-type: none"> <li>• Welcome and thanks on behalf of the City by Council Vice President Robert Lilligren (Ward 6)</li> <li>• Commission members, staff, and guests introduced themselves and gave their home neighborhood</li> <li>• Welcome and thanks on behalf of the City by Steven Bosacker:               <ul style="list-style-type: none"> <li>• Provided a brief overview of the NCEC charge and the vision of the NCR Department</li> <li>• Overview of meeting format</li> <li>• Q/A period with Steven</li> </ul> </li> </ul>	
<p><b>2. Exercise: Group norms</b></p> <p><i>(Anne Carroll)</i></p>	<ul style="list-style-type: none"> <li>• Distributed exercise materials; explained what group norms are and are not, and how groups can use them to guide their own behavior and relationships, and hold themselves accountable</li> <li>• Group generated a few examples</li> <li>• Commission members individually brainstormed and posted draft norms</li> <li>• Commission members collectively organized the draft norms into categories; Anne reviewed and worked with commission members to categorize, and then create subheads</li> </ul>	<p><b>Outcome:</b> Draft group norms</p> <p><b>Next Step:</b> Type up group norms and bring back to the group to finalize, adopt, and implement (Anne Carroll)</p>



<p><b>3. Overview of NCEC Tasks</b></p> <p><i>(Jennifer Lastoka)</i></p>	<ul style="list-style-type: none"> <li>• Distributed <a href="#">NCEC Tasks/Timeline</a> and talked through these, clarifying that these come from the charge and City Council staff direction</li> <li>• Highlighted required tasks to start today</li> <li>• Discussion: <ul style="list-style-type: none"> <li>• Establishing task forces today vs. at subsequent meetings</li> <li>• At some point discussing the program name 'NRP Phase 3'</li> <li>• For the Task/Timeline, create three categories for review and discussion at next meeting outlining which items are requests from City Council, requests related to the Neighborhood and Community Relations department work, and tasks proposed by staff. This will help the commission over time articulate its own role, responsibilities, and schedule.</li> </ul> </li> <li>• Whether commission members need to sign a formal membership document of some kind as is done on some boards and commission</li> </ul>	<p><b>Outcome:</b> Proposed changes to Tasks/ Timeline for future discussions</p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Edit draft Tasks/ Timeline into three categories for further discussion (Jennifer)</li> <li>• Check on a formal membership document for commission members</li> </ul>
<p><b>4. Exercise: Hopes and Fears</b></p> <p><i>(Anne Carroll)</i></p>	<ul style="list-style-type: none"> <li>• Distributed materials and explained activity</li> <li>• Individuals brainstormed and posted hopes/ opportunities/possibilities and fears/ issues/ concerns with regard to the commission's work</li> <li>• Commission members and Anne began grouping these but with time constraints, Anne will create a draft for review at the next meeting</li> <li>• Commission members used small, carbonless memo paper to write their reflections in response to the following question: <i>What can I uniquely contribute over my term of service to help ensure that this commission successfully and effectively meets our charge?</i></li> <li>• Commission members shared some of their reflections, then Anne collected one copy and commission members kept the other copy for their own reference</li> </ul> 	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Draft list of hopes and fears for the commission's work</li> <li>• Reflections on commission members' unique contributions to commission's work</li> </ul> <p><b>Next Step:</b></p> <ul style="list-style-type: none"> <li>• Type up draft hopes and fears and bring back to the group to review and finalize for their own reference (Anne Carroll)</li> <li>• Type up reflections on unique contributions for commission members' reference</li> </ul>

<p><b>5. Establish Task Forces</b></p> <p><i>(Jennifer Lastoka, Anne Carroll)</i></p>	<ul style="list-style-type: none"> <li>• Distributed task force information sheets and explained the two task forces and their charges: <ul style="list-style-type: none"> <li>• <a href="#">Search and Selection Subcommittee for NCR Director</a></li> <li>• <a href="#">Leadership and Decision-Making Task Force</a> on commission operations and structure. They will research operations and structures of other groups, post their initial work online so it is open and transparent for people to see, create opportunities for commission members to provide input online, and bring back options or recommendations to the commission</li> </ul> </li> <li>• Anne conducted quick activity for people to interact and decide who would volunteer to serve on which task force</li> <li>• Discussion: <ul style="list-style-type: none"> <li>• Task forces are creations of the commission and report back to the commission for decisions</li> <li>• Concern about only 14 of 16 members being on task forces</li> </ul> </li> </ul>	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Search and selection subcommittee for NCR Director members: Doron Clark, Ed Newman, Karen Lee Rosar, Breanne Rothstein, Ami Thompson</li> <li>• Leadership and Decision-making Task Force on commission operations and structure; members: Tony Anastasia, David Crockett, John Finlayson, Bill Helgeson, Mark Hinds, Crystal Johnson, Matt Massman, Matt Perry, Jeffrey Strand</li> </ul> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Search members will meet with Steven Bosacker over the next few months and provide updates to commission</li> <li>• Leadership and Decision-Making Task Force will meet, prepare drafts for online review, and bring options/recommendations to the commission for review, changes, and possible approval in July</li> </ul>
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<p><b>6. Next steps</b></p> <p><i>(Jennifer Lastoka)</i></p>	<ul style="list-style-type: none"> <li>• Roster: Staff requested short bio for each member so they can finalize roster and provide public contact information</li> <li>• Snacks, drinks: Group agreed that they didn't need to bring snacks for the group but asked staff to provide water each time</li> <li>• Group identified initial list of July 28 agenda items: <ul style="list-style-type: none"> <li>• Documentation of draft group norms for commission review, changes, and approval</li> <li>• Documentation of draft hopes and fears exercise for reference and possible discussion</li> <li>• Documentation of contribution reflections for reference and possible discussion</li> <li>• Options and recommendations from Leadership and Decision-Making Task Force, and any additional work on operations and structure</li> <li>• Update from Search and Selection Subcommittee</li> </ul> </li> <li>• It was suggested time be allotted to identify topics for the commission to consider (ex. alternates)</li> <li>• Meeting time and location: <ul style="list-style-type: none"> <li>• Important to meet in an air-conditioned location</li> <li>• Meet 5-7pm to better accommodate everyone's schedule</li> </ul> </li> </ul>	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• No snacks, as long as there is water</li> <li>• Initial agenda items for July 28</li> <li>• Meet 5-7pm</li> </ul>
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