

# STEERING COMMITTEE | MINUTES

Meeting date | time 04/10/2019 | 1:00 PM

Meeting called by	Maureen Anway	Raquel Garcia	Anette Howard
Type of meeting	Steering Committee	Anthony Benavides	John DeRuiter
Facilitator	Maureen Anway	Gabriela Matus-Fernandez	Jeff Klein
Note taker	Maureen Anway	Maria Salinas	Jacqueline Alvarez

## AGENDA TOPICS

Agenda topic *Review and Edits to Minutes 03/06/2019*

- Maureen presented minutes and described their contents
- Maureen asked for any edits
- No committee members had any edits

Action items	Person responsible	Deadline
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None

Agenda topic *General Services Department Community Meetings*

- The members introduced themselves around the table
- Maureen presented a draft timeline around General Services Department (GSD) community meetings and asked if this was accurate. GSD provided the following edits:
  - o Stated the first community meeting would likely be mid to late May
  - o Stated that the second community meeting would likely be late June/early July
  - o State the third community meeting would likely be August
- Jeff Klein of GSD said he was still working to try to get the Steering Committee designs so that the committee could begin working on their projects.
- GSD also stated that they weren't planning to do any focus groups and this could be a challenge
  - o The Steering Committee members pushed backed stating they really wanted the students to be included
  - o GSD agreed that they could potentially host their first meeting near the end of school hours and have staff available there for when students come to learn more about the process

Action items	Person responsible	Deadline
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Obtain date of first community meeting	Maureen Anway/ Jeff Klein	4/30/2019
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Schedule call with Jeff to discuss Western High School coordination	Maureen/GSD	4/25/2019
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| Agenda topic *Budget Reallocation*

- Maureen presented the estimated costs of various engagement activities. (See attached PB Engagement Costing)
  - o Western stated that there could also be announcements over cowboy nation news
  - o Raquel Garcia also stated that translation of documents is typically \$0.25 a word not \$0.10 a word
- Committee members then reallocated the remaining \$9,889 in the engagement budget in the following ways:

Item	Newly Budgeted	Spent to Date (4/22/2019)
Park Clean Up	\$3,000	\$0
Translation of Materials	\$400	\$0
Printing	\$863	\$0
Transit to Meetings	\$300	\$0
People Power	<b>\$1,830</b>	<b>\$0</b>
Students	\$750	\$0
Door Knockers	\$1,080	\$0
Opening & Closing Block Party	\$500	\$0
Steering Committee Team Building	\$300	\$0
Magnet/Promotional Material	\$450	\$0
Interpretation	\$200	\$0
Raffle	\$500	\$0
Refreshments	\$360	\$0
Childcare	\$200	\$0
Contingency	\$986	\$0
<b>TOTAL</b>	<b>\$9,889</b>	<b>\$0</b>

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**Action items**

**Person responsible    Deadline**

Engage Box of Ideas on creating postcard	Maureen Anway	4/25/2019
Draft Scope of Work for Anthony and send money for Clean Up	Maureen Anway	4/23/2019

Agenda topic *Agenda items 5- 7 (not discussed due to time constraint)*

- Meeting ended following budget allocation due to time constraints
- Updates on agenda items 5-7 that were not discussed:
  - o Maureen will follow up with GSD on focus groups
  - o Anthony submitted a grant for KIP:D funding of additional PB projects

- Maureen will request steering committee send her names for local artists in the event that a project would like to hire one as a vendor

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Maureen will request names of local artists from steering committee	Maureen Anway	4/25/2019
Anthony will update steering committee if awarded KIP:D	Anthony Benavides	TBD