

## **Congress Park Green Team (CPGT) Meeting, 3/12/16:**

**Participants:** Becky Coughlin, Liz Goehring, Kathy Kindblade, Nam Henderson, Larry Grimm, Patrick Treleani, Marilyn Mitchell, Travis Shaver, Emily Shaver, Yvonne Salfinger, Emily Hunter, Kay Tosi, Mary Sullivan

### **Agenda and notes**

**12:00-12:05 Welcome - Becky**

**12:05 -12:55 Steering Committee Update**

Becky - informed the CPGT that the steering committee (ST) met for the first time March 10, who attended, and shared notes from that meeting. The ST had an initial group discussion of the background that got us to today, discussed committee structure needed for success, reviewed CPN plan/vision and brainstormed ideas for the purpose of Green Team in helping to move toward that vision. One well defined and successful framework/structure to help us continue to grow as a team is Denver's Sustainable Neighborhood Network (SNN) program.

Those in attendance at the Green Team meeting expressed thoughts about some of the foundational program building work, and seemed appreciative of the ST direction so far. They expressed interest in having access to/read more about the CPN, Inc Plan & by-laws, Lisa's proposal to CPN two years ago.

ST take-aways to consider:

- Information management
  - document storage & access
- Continue development of structure
  - ST Committee
    - Clarify committee roles & responsibilities
    - Clarify meeting roles & responsibilities
    - Identify key sub committees
      - Communication
      - Marketing/branding
      - Funds
      - Information management
      - etc.
    - Identify decision making processes
  - Identify sponsor (CPN Inc) role and responsibility (when to vet through green team before finalizing)
  - Establish criteria for GT membership (passion for this work, time, live in neighborhood, etc.)

Liz - gave the CPGT an overview of the SNN program (similar to what was done at ST mtg, (the presentation is posted on the Green Team webpage), reviewed the pros/cons identified by the ST, shared the ST recommendation to proceed, and asked the CPGT if any objections otherwise it's a go. Those in attendance gave unanimous enthusiastic support to apply for the program, going for the proposal

cycle due end of May 2016. A few ideas proposed included a monthly GT event at Capitol Heights (suggestion by Larry), and reaching out to schools, teachers, kids, etc.

Liz - also presented a quick overview of the Sustainable Neighborhoods Matching Funds (SNMF) proposal draft (project titled "Connecting Community - Laying the Foundation for a Sustainable Congress Park Neighborhood") and the ST discussion that identified that we (CPGT) are not ready fiscally to seek such a grant. CPGT members in attendance expressed interest in reviewing the proposal draft for ideas for Green Team capacity building (to be sent via email).

### **1:30 Earth Day Festival Prep Breakouts**

Becky - shifted focus of meeting to Earth Day planning, reminding the CPGT that there were 6 weeks to festival; 2 more GT Saturday mtgs planned till then, 3/26 & 4/9

- Festival Prep
  - Space Planning - Seems underway and coordinated (Travis, Emily and Larry); Larry sent email post meeting yesterday with more info. We were not able to do a cross check on booths as we ran out of time.  
Communicating what the space will look like, what available space will look like for booths will need to happen soon as table planners are getting at that point of wanting this information to finalize their table plans.
  - Food - Patrick has taken the initiative to research food trucks - he has landed on 2 central points of contact for these types of vendors. GT seemed pretty excited about this possibility and understands to keep it simple yet in line with the spirit of the event. Estimating ~200 people may attend the festival to give that data to potential food truck vendors. Patrick will communicate more information as he learns more.
  - Zero Waste - Larry sent an email since the meeting yesterday with information.
  - Marketing - Liz mentioned that the Teller Poster Contest would end by Mar 25 and that Timothy Hernandez would bring the posters to our next meeting for selection; Larry ready for next steps once it's completed.  
Yvonne had to leave the meeting before we discussed this.
  - Photography - Larry sent an email updating on this.
  - Volunteer coordination - this was briefly mentioned, but I don't recall anyone volunteering to take on the role of Volunteer Coordinator.
- Data collection
  - Nam, Liz, Patrick and Becky met afterwards and discussed framework for collecting data (welcome type table and how that connected to data collected at other "asset" related tables).
  - Nam is taking the lead on this and will have a framework to suggest soon. We identified that we would likely collect asset data, interest in working on CPGT data, and sign-in data.

- Discussed use of a large map (Mario working on this) at welcome table and possibly at any asset related table to “pin” assets and collect data.
- Also discussed that this table would serve as the table for the “Sustainable Neighborhoods” efforts. Liz would work on display and materials need.
- This crew needs to know who all the leads are for each table so that Nam can reach out to coordinate the data collection.
- Joan is key point person for festival;
- Need for clarity on tables, logistics....we are at a point where a central communication tool is needed that captures all of this for everyone to reference.

Official meeting ended at 1:55pm, Data Collection crew stay to continue working on plans.