

Congress Park Green Team (CPGT)

Steering Committee Meeting Notes (May 5, 2016)

Meeting Location: 1145 Detroit St. (home of Kimberly Rickards)

Attendees: Becky Coughlin, Liz Goehring, Kimberly Rickards, Emily Hunter, Marilyn Mitchell, Lisa Loranger

Agenda:

- Introductions/Welcome
- Review April's minutes
 - <http://www.congressparkneighbors.org/green-team-meetings/> See link to GreenTeamSteeringCommitteeMtgNotes4-7-16.
- Earth Day Festival Debrief
 - Goal: identify learnings to apply going forward, celebrate!
 - Review festival feedback & post-festival survey results to date.
- Sustainability Neighborhood Program - Application
 - Goal: develop a plan to complete our application by June 1st.
 - Recommendations from other sustainable neighborhoods (Kimberly)
 - **Prior to meeting, please review and be prepared to discuss a straw dog plan.**

Time-permitting, continue:

- Communications Strategy Discussion
 - How best to communicate with ST, GT, CPN and neighbors with current tools: (email, google drive, mailing lists, emailing lists, Facebook, Next-door, CPN website, other?)
 - Volunteer(s) to put together communication strategy (Patrick & Kristy?)
- By-Laws, Roles, Responsibilities Discussion (Becky)
 - Meeting governance/structure/agenda ⇒ operating document

Meeting notes:

Kimberly volunteered to keep track of time

Lisa volunteered to take notes

April minutes approved via email prior to meeting.

Communications Strategy Discussion

- Discussion of the roles needed:
 - Newsletter
 - frequency of distribution (1x/month, 2x/month??)
 - Kimberly interested in contributing to the content
 - Social Media (Facebook, Next Door, etc.)
 - Website
 - Email
- A suggestion was made that Patrick might be a good person to head this up
- Follow Up: *Becky will get in touch with Patrick to ask about his interest*

Earth Day Festival Debrief

Survey Results

- The survey went out to Green Team members and received 16 responses to date
- In general the responses were favorable with some good suggestions for improvements next year
- Discussion of venues
 - There is a need to review locations for future events
 - Consideration of costs, timing, location in neighborhood
- Thank you notes for the church and Joan
 - *Follow Up: send thank you notes; will sign at Green Team meeting on Saturday*
- Documentation of volunteer hours
 - *Follow Up: check in with Girl Scouts to see if they need any documentation (Liz)*
 - *Follow Up: next year have a volunteer sign-in sheet to track volunteer hours*
- Suggestions for improvements
 - Event app (such as Guidebook, which has a free option)
 - Try and have everything in one place instead of separate rooms
 - Improve outreach and communication about the event (location, parking, time)
 - Involve youth groups more (Girl & Boy Scouts)

Attendees

- 46 slips turned in
- 28 attendees from Congress Park (remaining 40% from outside of Congress Park or did not identify their residence)
- 14 new sign-ups for the newsletter
- 3 new Green Team members signed up at event; 3 more have joined since
- 18 signatures of support for the Sustainable Neighborhood application
- 5 ideas submitted for projects or initiatives
- 200 estimated attendees!

Sustainable Neighborhood Application

- Reviewed application requirements and suggested timeline for completing different components. Will share timeline with GT at Saturday meeting.
- Reviewed/discussed what other participating neighborhoods have posted on their websites, pulled together by Kimberly. Also requested to see their applications.
- Asset Maps
 - Nam, Patrick, and Liz entered data from Earth Day
- Next Steps
 - Application is due June 1
 - Need volunteers to take on different parts of application
 - Need to have the application done by May 25 (earlier? 21st?) so the CPN Board has time to review before application is submitted
- Outreach for Green Team meeting on Saturday
 - *Send notice to Next Door about meeting (Emily)*
 - *Need to get a Green Team id for Next Door*
 - *Check about sending an email to CPN list (Liz)*
- Survey

- o Ask for signatures of support for application (base on the application)
- o Include description of Sustainable Neighborhoods application
- o Structure around the categories used in SNN program
 - Ask for suggestions for projects (open-ended)
 - Ask for interest in previously suggested projects (check list)
- o Lisa will take the lead in drafting survey and will share with Steering Committee for feedback
- o Goal is to get the survey distributed early next week and close the survey on 5/18
 - See about sending eblast to CPN
 - Send reminder on the 15th
 - How else should we post survey? CPN FB? Next-door post?
- o Sub-Committee will meet to tally results and review projects submitted
 - Sub-Committee: Lisa, Becky, Liz, Marilyn
 - Meet on 5/19 to review results
- **Projects**
 - o Need to include all suggestions in the application but should prioritize the projects to work on first, based on greatest interest, other?
 - o Becky will review the notes and will compile a list of projects suggested so far and put in the SNN categories
 - o At upcoming Green Team meeting (May 7), after presentation from Mikhaela Mullins from the SNN office, Green Team will be asked to come up with a list of suggested projects for application, and then (in small teams) will be invited to write proposals for specific projects.
 - Will have 1 week to put together project proposals
 - *Liz will put together a template for people to use*
- **Application Sections**
 - o Neighborhood Background
 - Ask if Maggie can do this; should be able to get information from CPN website
 - o History of Success and Collaboration
 - Lisa, Joan
 - Earth Day, ice cream socials, community gardens, Tell Backpack Friends, Peace Walk, Energy Blitz, Colorado Boulevard Healthcare District
 - o Community Input
 - Liz
 - Earth Day, Green Team meetings, survey
 - o Sustainability Goals and Projects
 - Survey sub-committee will draft this after the survey results are in; include Green Team projects
 - o Neighborhood Support
 - Collect signatures from neighbors, Councilman New, businesses, schools
 - *Ask Green Team for volunteers to reach out and gather signatures and support*
 - *Lisa will reach out to Councilman New*

Next Steering Committee Meeting - June 2nd, at Humble Pie, 6-8pm. Agenda: Celebrate the completion of the application!