

Congress Park Green Team (CPGT)

Steering Committee Meeting Notes (April 7, 2016)

Meeting Location: 2636 E 11th Ave (home of Emily Hunter and Jody Beck)

Attendees: Becky Coughlin, Liz Goehring, Kimberly Rickards, Emily Hunter, Marilyn Mitchell, Vickie Eppler, Maggie Price, Taylor Moellers

Agenda:

- Introductions/Welcome
 - Please review minutes from last meeting
 - <http://www.congressparkneighbors.org/green-team-meetings/> (see link to GreenTeamSteeringCommitteeMtgNotes3-10-16)
- SNN presentation (Taylor Moellers) / discussion (~1 hour).
 - Goal: develop plan for application preparation, initiative development
- By-Laws, Roles, Responsibilities Discussion (Becky Coughlin) (1/2 hour)
 - Please review CPN By-laws as we'll use these to guide our discussion.
 - <http://www.congressparkneighbors.org/info-and-services/cpn-info/by-laws/>
- Communications Strategy Discussion (Liz Goehring) (15 minutes)
 - 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?)

Meeting notes:

Kimberly volunteers to keep track of time.

Liz and Becky keep notes.

Motion to accept meeting notes from March 26 approved.

Denver Sustainable Neighborhood Network (SNN) Program presentation (Taylor Moellers)

Questions:

- What are Taylor's recommendations for organizing and engaging neighbors outside of CPGT?
- What are Taylor's recommendations for identifying initiatives? How have other neighborhoods done that?
- We'd like both the CPGT and CPN Board to hear your presentation. When can we arrange for that, after Earth Day?
- How does the website/proposal work?

Summary of discussion/tips/thoughts as we prepare our application:

The SSN Program application process is looking for:

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- A variety of activities identified by input from the larger population (via polls, meetings, surveys, etc).
- Activities:
 - Consider workshops for learning, setting goals based on any obtained baseline data, and focused initiatives that our neighborhood has passion/interest to perform. Do what interests us.
 - Show some variety (e.g., movie night with learning booths, booths at annual CPN ice cream event, etc.)
 - Show involvement or input from community on an initiative, not just decided by one person.
 - Asset mapping can be an initiative itself.
- Include goals:
 - Short term goals - like workshops and attendance
 - Longer term goals - like energy challenge, etc... where you strive towards a goal.
- Include letters of support:
 - From local resources (council person, CPN, Community Gardens, etc.)
 - Local businesses (e.g., Yvonne can get one from the Botanic Gardens)
- Signatures:
 - Online petitions are ok (e.g., Change.org)
 - Actual signatures good (need names and cross streets)
- SNN is looking for past history of success (our Festival will be an example of that in addition to other activities previously/currently underway).
- Application period:
 - Next SSN Program application period opens 4/20/16 and the application is due 6/1/16.
 - After that, this Fall next one will open (~September).

Once a neighborhood is accepted into the SNN Program:

- Program has 2 certification levels based on the number of credits achieved in a calendar year
 - a. Participating Level = at least 60 credits
 - b. Outstanding Level = at least 100 credits
- The credit system is currently under revision and other factors will be considered when determining the amount of credits for any given event (e.g., number of residents in neighborhood, etc.)
- How to obtain credit:
 - a. Submit Proposal for approval to SNN Program online via their website. Anyone can submit a proposal online - CPN neighbor or business, CPN Green Team, etc.) describing what the plan is, identifying what is needed. This helps the SNN Program know what is planned and to see how the program might be able to support the event.

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- b. SNN Program replies with decision (almost all are approved) and with what in the proposal can/can't be done; also replies with an idea of the number of credits the event would achieve.
 - c. Complete event.
 - d. Once event completed, submit online Credit Form to SSN Program via their SNN website.
- The SNN Program can provide support to activities - help in getting space for venues; help in getting permits; help with planning; connecting with other city agencies; outreach & promotion; website with calendar, credit status, etc.; printing costs, obtaining sponsorship for food and permits.
 - Some neighborhoods in SNN Program have their own websites.

Action: Kimberly will find contacts for each of the neighborhoods already in the program, and would be willing to talk with us.

Discussion of By-laws (Becky)

Reviewed document Becky put together (see GTST Mtg-Structure Topic 040716.docx in Steering Committee folder). Part of it was a review of what we discussed last time. Part of it is a picture/vision of how all of the entities work together.

Maggie suggests we come up with a "Method of operation" (e.g., Robert's rule, when tied, go with option that serves the greater good).

Vickie suggests we check out what else is going on within CPN because there's a lot that dovetails. And come to the board meetings. We may be able to coordinate efforts, maybe even as part of our asset initiative.

Maggie stated that CPN, Inc can manage any funds collected by/for the Green Team. PayPal is a good way to contribute to CPN Green Team

Becky proposes that we use the CPN by-laws as ours, and use Robert's rule for decision making. Emily agrees.

We discuss ideas for different roles, like secretary, timekeeper.

Emily proposes that we rotate notetaking, and decide who will do that at the meeting prior.

What to do about documenting? Best practice - approval of meetings from last time.

It was suggested that we approve meetings notes via google doc within a standard period of time (e.g., 1 week after meeting) so that they can be posted (and used) earlier. Posting on CPN Green Team webpage is good.

Action: Identify who's going to take notes next time.

Communications Strategy Discussion (Liz)

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This is actually a big topic. It includes not only internal communications between ST and between ST & CPGT, but also communications with our neighborhood. For purposes of tonight's discussion, let's limit ourselves to figuring out how best to communicate with each other, and also both with the CPN Board and with the CPGT, and plan to discuss and develop a communications strategy with the neighborhood at a separate meeting. It may actually come out of our work in preparing for the SNN application.

Suggestions from Patrick (via email prior to the meeting):

- He thinks email is the easiest way to communicate (understand we are all buried but the other options have limitations too)
- Google Drive appears to be a nice product. However we need to set it up so that the sharing is at the folder level and not the document level. He has access to only the Green Team Contact list document. Nothing else.
- We should always for each meeting have the following to clarify and ensure limited confusion:
 - Agenda (sent out beforehand)
 - Document meeting minutes AND action items (after meeting)
 - Patrick is happy to help with either of the above since he doesn't want to overburden Becky or Liz

Action: Create a google doc with Best Practices on email communications and invite input (Liz will start).

Email:

Tips?

- Be very clear about actions required (e.g., state what is needed and by when)
- Respond to expected actions, and if you can't complete actions, at least respond that you can not.
- If you do not understand something, seek clarification. We are all coming from different perspectives.
- Put required action in bold at top of email so people see it first.
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For the next meeting, perhaps discuss how Google Drive works and how our folders are set up. The Steering Committee folder is currently accessible by the Steering committee, with edit rights.

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Next Steering Committee meeting set for Thursday, May 5th, 6:00-8:00pm, at Kimberly Rickards home at 1145 Detroit.