

Congress Park Green Team

Steering Committee Meeting 2/6/17

Present: Liz, Joan, Emily, Mary, Nicole, Yvonne, Lisa

Pending: need a conversation about the governance of the green team

Emily: Reporting about Sewall

- Sewall received the grant for the sensory garden
- Sewall will participate in Earth Day; they will split the table between the school and the garden
- Sewall is one of the businesses who came to the green business meeting
 - Noah is reaching out to them to follow up on participating in the program

Announcements

- Sustainable Neighborhood Program needs info from CPNGT to update our page on the website
 - TASK: Yvonne will provide some text about our recent projects
- Historic Homes Energy Program
 - 15 RSVP'd; 31 attended
 - Outcomes:
 - The program had a lot of good outreach through multiple channels
 - Location was good for informal event, but acoustics were bad
 - A good idea to contact venues to see if they have better days for events
 - TASKS: Nicole will follow up with Maggie to ask about portable PA system
 - TASKS: Follow up with Susan to find out how many people took actions through the program
- Organizing for Action
 - Mary is connected to the organization; it was started by the Obamas to promote progressive agenda
 - They can help identify volunteers to help with CPNGT activities, including Earth Day
 - Julie Lang-Yawger is our new Volunteer Coordinator
 - TASKS: We need Green Team volunteers to call OFA volunteers to ask for help
 - TASKS: We need a script for CPNGT volunteers calling the OFA people
 - Phyllis is working on a script for the block outreach; Mary will coordinate and adapt the script for this use

Discussion of Managing Expectations

- Have a "parking lot" to capture ideas for future discussion
- Use google docs for editing text of outreach messages so we don't have multiple versions of the message circulating
- Steering Team needs to be responsive to emails sent out to the group, giving people at least 48 hours to respond, and to include a "Reply by" date/time on all input and decision emails.
- Add a priority to the subject line of emails
- We need to have one person who will serve as the primary point person in a rotating schedule
 - TASK: Lisa will serve as the primary from Feb. 6 – Feb. 18
 - TASK: ST will sign up for additional time periods over email
- TASK: Liz will send out Becky's suggestions

Earth Day

- Business Outreach
 - Katie is coordinating the business outreach efforts
 - List of all the Congress Park businesses plus some outside the boundaries, like Trader Joe's, Sprouts, etc.
 - Need to coordinate outreach with that being done for the Certifiably Green Denver program
 - Need to summarize the procedure, time frame for making the ask (March 15)
 - TASK: Lisa will revise business outreach form; Liz will send the logo; Joan will send the document
- Spreadsheets
 - Accessible to active members
 - defined by Joan as those who have attended meetings in recent months
 - tab of active volunteers
 - tab of tasks and assignments
 - tab of exhibitor outreach and assignments
 - table of business outreach and assignments
- Budget and spending money
 - Need to figure out the best process for making expenditures
 - TASKS: Joan will come up a budget of suggested expenses for Earth Day
- Green Team Booths
 - At Saturday meeting, find out what groups are planning to have booths, what their needs are, what they need to do

TASKS: Nicole will create a list in google docs of venues for holding events and a Green Team contact to help with scheduling

- Heidi's
- Reach Academy
- Heitler Hall at National Jewish
- Cerebral Brewing
- Congress Park Tap Room

Parking Lot

- Get plain cotton t-shirts from Goodwill and print with logo of event