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
    o 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
    o TASK: Yvonne will provide some text about our recent projects
  • Historic Homes Energy Program
    o 15 RSVP’d; 31 attended
    o 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
    o TASKS: Nicole will follow up with Maggie to ask about portable PA system
    o TASKS: Follow up with Susan to find out how many people took actions through the program
  • Organizing for Action
    o Mary is connected to the organization; it was started by the Obamas to promote progressive agenda
    o They can help identify volunteers to help with CPNGT activities, including Earth Day
    o Julie Lang-Yawger is our new Volunteer Coordinator
    o TASKS: We need Green Team volunteers to call OFA volunteers to ask for help
    o 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
    o TASK: Lisa will serve as the primary from Feb. 6 – Feb. 18
    o 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