Task Force on Community Engagement   **REGULAR MEETING**
MINUTES   **August 13, 2015**

The Task Force on Community Engagement convened in a regular meeting on August 13, 2015 at the Google Fiber Meeting Space, 201 Colorado Street, Austin, Texas 78701

Facilitator Diane Miller, with Civic Collaboration called the Task Force Meeting to order at 6:05 p.m.

Task Force Members in Attendance:
Celso Baez III, Jason Bram, Andrea Hamilton, Chris Howe, Irfan Syed, Navvab Taylor, Sara Torres. Richard Fonte and Michael Clark-Madison via Video Conference.

Staff in Attendance: Lara Foss, Douglas Matthews, Larry Schooler

Facilitators in Attendance: Juli Fellows, Pat Korbus, Diane Miller

1. **OPENING REMARKS**
    a. Diane Miller provided an overview of the meeting agenda.

2. **CITIZEN COMMUNICATION: GENERAL**
    a. None.

3. **APPROVAL OF MINUTES**
    a. There was one change/correction to the July 30, 2015 regular meeting draft minutes, removing 12/31/2015 as a scheduled meeting date. Recommendation to approve the July 30, 2015 regular minutes as modified was approved on consensus.

4. **ELECTION OF TASK FORCE OFFICERS**
    a. Task Force members reached consensus and elected Mike Clark-Madison (CM Pool appointee) as Chair for the Task Force on Community Engagement
    b. Task Force members discussed the need for a Vice Chair for the Task Force on Community Engagement, and reached consensus that no Vice Chair was required given the size of the group, and the facilitated consensus process the Task Force is using to create their recommendations.

5. **OLD BUSINESS**
   a. **Clarity from Council on TFCE Topics of Interest**
      The facilitator provided feedback received from Council regarding the four topics of interest for the TFCE to focus.

   b. **Clarity from Council on TFCE to Provide Fiscal Implications**
      The facilitator provided feedback received from Council regarding the meaning of Fiscal Implications requested in Resolution 20150129-023. Specifically the Resolution sponsor is interested to know how much funding peer cities have dedicated to enhancing community engagement efforts, and how that funding is invested.

   c. **TFCE Members Participating in Meetings Virtually**
      The Task Force discussed the impact regarding virtual participation in TFCE Meetings.

   d. **TFCE Message Board**
      The Task Force were provided an update from the City of Austin Communication & Public Information Office (CPIO) regarding the use of Bloomfire as a message board. CPIO agreed to send invitations to participate, and collect feedback from the Task Force at the next meeting.

6. **NEW BUSINESS**
   a. **Implications of Texas Open Meetings Act (TOMA)**
      The Task Force discussed the implications of the TOMA for the TFCE. The Task Force reached consensus directing the Chair, facilitation team and CPIO to work with the Resolution sponsor on a "withdraw and replace" procedure to provide language that allows more flexibility for transparency and participation.

   b. **Current Community Engagement practices of CPIO**
      The Task Force received a briefing from CPIO Staff regarding current community engagement practices including Conversation Corps, SpeakUp! Austin, e-Comment, and CityWorks Academy.

   c. **Brainstorming TFCE Needs**
      The Task Force brainstormed what they need to learn from community members about attitudes and experiences with community engagement. The Task Force asked that the compiled feedback be shared with Conversation Corps to help inform a September discussion on community engagement, and discussed methods for collecting community and staff feedback based on their ideas.

   d. **Conversation Corps September Meeting**
      The Task Force asked that their feedback from item 6(c) be shared with the Conversation Corps Steering Committee for consideration in the preparation of their next round of conversations.

   e. **Obtaining Input from City Departments and Staff**
      The Task Force brainstormed what they need to learn from City Staff about attitudes and experiences with community engagement and identified methods for gathering input from City Staff to meet learning needs.

   f. **Meeting Evaluation (standing agenda item)**
      The Task Force provided the facilitators with feedback on the meeting.

7. **FUTURE AGENDA ITEMS**
   a. Discussion of topics for future TFCE Meetings
   b. Design methods to gather input from community members and City Departments
   c. Discussion of current City practices in community engagement, how City Departments currently conduct community engagement, and training for those conducting engagement activities.
   d. Discussion of current tools used for outbound communication, including Austin Notes.

> **e.** Discussion of methods, protocols and requirements for notices of public hearings.
> **f.** Discussion of feedback and best-practices

8. ADJOURN
Facilitator, Diane Miller adjourned the meeting at 9:00 p.m. without objection.