Task Force on Community Engagement   **REGULAR MEETING**
MINUTES   **August 27, 2015**

The Task Force on Community Engagement convened in a regular meeting on August 27, 2015 at the Street-Jones Building, 1000 E 11th Street, Room 400A, in Austin, Texas.

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, Michael Clark-Madison, Margarita Decierdo Richard Fonte, Chris Howe, Christopher Ledesma, Irfan Syed, Navvab Taylor, Sara Torres

Staff in Attendance: Matthew Chustz

Facilitators in Attendance: Pat Korbus, Diane Miller

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

2. **CITIZEN COMMUNICTION: GENERAL**
   a. John Woodley shared his views on accessibility issues for the hearing impaired.

3. **APPROVAL OF MINUTES**
   a. The Task Force approved, by consensus, the minutes from the August 13, 2015 Task Force on Community Engagement (TFCE) Regular Meeting.
   b. The Task Force reviewed the meeting notes provided by the facilitator.

4. **OLD BUSINESS**
   a. Task Force members were informed that their recommended changes to Resolution 20150129-023 regarding Texas Open Meetings Act (TOMA) language is scheduled for the September 17, 2015 City Council meeting.
   b. Task Force members discussed membership and participation in the TFCE. Upcoming appointments to the Task Force will be made by Council members in the near future. The Task Force members reached consensus that if any changes in their circumstances interfere with participation on the TFCE, each person will contact his/her own Council Member to discuss potential replacement. The Task Force members also reached consensus to revisit the meeting schedule after remaining members have been appointed and are present for discussion.
   c. The Task Force requests that staff from the Communications & Public Information Office (CPIO) be available at the next meeting for an update regarding TFCE access to NextDoor.
   d. Task Force members decided to explore the Bloomfire site created by CPIO, but will not post anything until updates to the language regarding TOMA in Resolution 20150129-023 are approved by City Council.

5. **NEW BUSINESS**
   a. **Development of TFCE Project Timeline**
      The Task Force discussed and drafted the TFCE Project Timeline.

   b. **Utilizing students from University of Texas at Austin**
      The Task Force members discussed the use of University of Texas (UT) at Austin School of Information students to assist with the work of the Task Force. It was decided that more information is needed.

   c. **Identifying Specific Workgroups for Gathering Input on Community Engagement**
      The Task Force members assigned workgroups, consisting of two to four TFCE members each, to meet outside of TFCE regular meetings. The workgroups are assigned to specific stakeholder groups. Stakeholder groups consist of Businesses, Civic & Nonprofit Groups, Under-represented Populations, Neighborhoods, City Department Staff, and Boards & Commissions. The TF also agreed to gather input from Council Member Offices, and CPIO. It was agreed that each Task Force member will be individually responsible for gathering input from the Council Member Office that appointed them, and Celso Baez will gather input from the Mayor's Office. Input from CPIO will be gathered at TFCE meetings.

   d. **Methods for Gathering Input**
      As a group, the Task Force participated in brainstorming and discussion regarding methods for gathering input from stakeholder groups.

   e. **Developing Questions For Input Gathering**
      The Task Force members brainstormed crafting questions for input.

      The Task Force members committed to working with their workgroups before the next TFCE meeting to develop draft plans and questions for gathering input from stakeholder groups. Draft plans and questions will be discussed during the TFCE Regular Meeting on September 10, 2015.

   f. **Meeting Evaluation (standing agenda item)**
      TFCE members evaluated the meeting.

6. **FUTURE AGENDA ITEMS**
   a. Discussion of draft plans and questions for gathering input from stakeholder groups.
   b. Discussion of utilizing UT students to assist with TFCE Work
   c. CPIO staff to discuss Bloomfire & access to NextDoor

7. **ADJOURNMENT**
   Facilitator, Diane Miller adjourned the meeting at 9:00 p.m. without objection.