



**Task Force on Community Engagement
MINUTES**

**REGULAR MEETING
September 24, 2015**

The Task Force on Community Engagement convened in a regular meeting on September 24, 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 Desierdo, Richard Fonte (via Video Conference), Andrea Hamilton, Chris Howe, Christopher Ledesma, Koreena Malone, Ken Rigsby, Irfan Syed, Navvab Taylor, Sara Torres

Staff in Attendance: Larry Schooler

Facilitators in Attendance: Julie Fellows, Diane Miller

1. OPENING REMARKS

- a. Diane Miller provided an overview of the meeting agenda.

2. CITIZEN COMMUNICATION: GENERAL

- a. No comments.

3. APPROVAL OF MINUTES

- a. The Task Force approved, by consensus, the minutes from the September 10, 2015 Task Force on Community Engagement (TFCE) Regular Meeting with two changes.
- b. The Task Force reviewed the meeting notes provided by the facilitator.

4. OLD BUSINESS

- a. Task Force members discussed the Council approval of the changes to [Resolution 20150129-023](#) regarding Texas Open Meetings Act (TOMA) language. Michael Clark-Madison shared an op-ed piece written in response to an editorial that took issue with removing the TOMA requirements from the Task Force.
- b. Task Force members discussed data gathering questions along with the process to gather data. The group reviewed the individual and organizational leader survey compiled by Michael Clark-Madison based on the common questions from all the work groups. The group agreed SpeakUp Austin would be the survey platform.

5. NEW BUSINESS

- a. **Discussion of core elements needed for effective public engagement**

The Task Force created a visual to describe what they believe are the most essential components of effective community engagement.

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b. Discussion of workgroup implementation plans and deadlines

The Task Force members discussed the overall work plan. Members expressed concern about the workload and balancing this with other commitments. The group agreed, in order to complete their work in a reasonable timeframe, they would have to prioritize. One criterion for prioritizing could be to emphasize reaching those who have less access to the City engagement efforts. The group agreed to be transparent with Council about what can reasonably be accomplished and a realistic timeline. The Task Force members agreed to revisit the overall work plan at the next meeting to make a realistic workload.

c. Discussion of overall project time plan

The Task Force will talk in early November about whether the end of January 2016 is a realistic end date.

d. Meeting Evaluation (standing agenda item)

The facilitators lead the TFCE members in an evaluation of the meeting.

6. FUTURE AGENDA ITEMS

a. Discussion of the overall work plan to create a realistic timeline.

b. During an early November meeting, the Task Force will discuss a realistic end date for the Task Force on Community Engagement based on the realistic timeline and workload created.

7. ADJOURNMENT

Facilitator, Diane Miller adjourned the meeting at 9:15 p.m. without objection.