



**Task Force on Community Engagement
MINUTES**

**REGULAR MEETING
November 5, 2015**

The Task Force on Community Engagement convened in a regular meeting on November 5, 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 6:07 p.m.

Task Force Members in Attendance:

Celso Baez III, Michael Clark-Madison, Richard Fonte., Andrea Hamilton, Chris Howe, Christopher Ledesma, Ken Rigsby, Irfan Syed, Navvab Taylor, Sara Torres

Staff in Attendance: Larry Schooler, Matthew Chustz

Facilitators in Attendance: Diane Miller

1. OPENING REMARKS

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

2. CITIZEN COMMUNICATION: GENERAL

- a. No citizen communication

3. APPROVAL OF MINUTES

- a. The Task Force approved, by consensus, the minutes from the October 22, 2015 Task Force on Community Engagement (TFCE) Regular Meeting with no changes.
- b. The Task Force reviewed the October 22, 2015 TFCE Regular Meeting notes provided by the facilitator.

4. OLD BUSINESS

- a. Task Force members discussed the community engagement surveys and progress. The Public Survey is live in English and Spanish (available at www.speakupaustin.com), but the Asian language surveys were delayed. The Asian language surveys will be posted by CPIO staff on Friday, November 6, 2015. The survey was distributed via NextDoor and Task Force members received promotional flyers for the survey (in English and Spanish) to distribute and increase survey participation.
- b. Preliminary survey data was provided to the Task Force Members by TF Chair, Michael Clark-Madison who provided a recap of the preliminary survey results from the 450 individual surveys received so far. Survey deadline is November 25, 2015 with a survey reminder to be distributed on November 16, 2015.
- c. Task Force members are meeting with their Council members offices, with some noting they are unable to get on their Council member's schedule before the November 19, 2015 TFCE meeting.

Themes that emerge from discussions with Council members will serve as important additional input for consideration by the Task Force members as they conduct their review of best practices and develop recommendations.

5. NEW BUSINESS

a. Structure of TFCE Final Report

The TFCE members reviewed the proposed structure of the final report. They discussed the purpose of the needs assessment is to identify larger themes that emerge as key issues to address in order to improve community engagement. The TFCE members discussed the importance of using the interests and key elements for community engagement that were previously identified and the additional themes that emerged from their data gathering as filters to narrow and focus their review of best practices.

b. Structure for reporting non-survey data collection

The Task Force members agreed to utilize a structure for reporting non-survey data gathered in focus groups and interviews.

6. ADJOURNMENT

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

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