

Meeting Minutes

March 3, 2018

Community Engagement Work Group

Present: Kirk, Pooja and Cat

By phone: Molly

Unable to make it: Shubhada

- I. Cat and Pooja debriefed on meeting with Marion
- II. Discussed upcoming Community Dialogue Session
- III. Next steps

Event Outline:

The Community Dialogue event may include:

1. Introduction to AAQOL → *Kirk (10 minutes)*
 - a. Set expectations of event ('looking for recommendations' and 'help us draft budget recommendations for city council on issues important to the community')
2. Overview of the Initiative Report → *Marion (20 minutes)*
 - a. Review history and review established pillars
3. Quick overview of breakout tables → each table leader can describe *(10 minutes total: 2 min per facilitator)*
4. Breakout sessions consisting of facilitated table discussions possibly including: *(two table shifts- Session 1: 20 minutes; Session 2: 20 minutes)*
 - a. Code Next (facilitated by COA staff) → *Jessica (Cat will follow up with Jessica once date/time is set)*
 - b. How to engage/get involved with the AAQOL (facilitated by AAQOL) → *Pooja*
 - c. AAQOL Initiative → *Marion*
 - d. Arts and Culture Work Group feedback (facilitated by AAQOL) → *Shubhada/Pramod*
 - e. Health Work Group feedback (facilitated by AAQOL) → *Kavita/Molly*
 - f. Open table?? (facilitated by AAQOL) →
5. Debrief → *(20 minutes) → Kirk/Marion?*

Outreach: Follow up assigned to → *Pooja will put together copy and Cat will follow up on design (Marion emailed Yasmin to clarify, Cat can follow up w/Deena Estrada)*

- Flyers
- Social media → *Pooja will take lead*
- Bilingual AAQOL members if needed: *Nguyen, Pooja, Shubhada, Pramod, Kavita, Peter, Debasree and Aporajita*
- Will do an evite: *Molly will follow up on invites*

AARC-6:00-8:00 event? → *Pooja will follow up with Bianca @ AARC for availability*

April 11 or 12

Budget:

1. Emailed Rey → Rey scheduled to meet with Marion and Cat March 14 @ 10
2. Pooja is looking into possible sponsorships from restaurants

Engagement for potential participants:

- Can AAQOL commission members each try to bring 5 participants? Make 5 calls? Etc.

Supplies:

Item	Cost
Food x 75 individuals	\$
Flip Charts x 7 (tables)	\$108.44
Flyer printing	\$
Sticky notes x 2	\$22.99

Kids: ??

- Option #1: table in back of room w/kids activities
- Option #2: try to engage PARD or library for kids activities? (may create more challenges bc of certain rules related to the type of event we are hosting)

Follow up:

1. Taja: can we borrow easels for the flip charts? Also talk through w/her the AARC event to gather community feedback → Cat will follow up
2. Cat will email Deena → quorum or other issues to be aware of for event?
3. Pooja will email Bianca for availability on 11th or 12th
4. Pooja will get copy for flyer to Cat, Cat will figure out design of flyer, to be completed by 18th
5. Plan to meet again on the 19th to discuss updates with group