

Approved Minutes of Forest Grove Committee for Community Involvement

Tuesday, April 5th, 2022

1. Called to Order

The meeting was called to order at 5:31PM.

Present: Evelyn Orr (Chair), David Anderson, Lowell Greathouse, Hope Kramer, Heather Finnigan, Councilor Malynda Wenzl, and Elizabeth Stover (staff).

Absent: Lucie Carriker and Tom Cook.

Guest: Anne Lane, Parks and Recreation Director.

2. Approval of Minutes

The minutes from the March meeting were approved as written.

3. Community Communication Inbox: Nothing to report.

4. May 4th (6:30 – 7:30PM) QTM Planning

Anne Lane, Parks and Recreation Director, reviewed the PowerPoint slides that she will use for her presentation at the QTM. They will be divided into three parts: Looking Back, In Progress, and What's on the Horizon. Councilor Wenzl suggested that Tom Martin, Parks Supervisor, do the "In Progress" portion of the presentation and Anne do the beginning and end portions. This would be followed by a Q and A section before adjourning, with questions taken at the end of each portion. It was agreed to proceed in this fashion. Anne will design polling questions if relevant to any portion and send them to Dave by April 30th.

In terms of publicity, Councilor Wenzl will be in touch with David Warner at the school district so that communication can go out through their network. Anne will utilize the Park and Recreation network, and Elizabeth will coordinate communication through the city, making sure that members of the city boards and commissions know about the QTM. Evelyn will work with Anne to develop the QTM flyer and marketing.

No moderators were identified for this event. Dave will once again serve as the tech coordinator, and we agreed that no rehearsal was needed prior to the event.

5. Communication Plan—Subcommittee Update

Elizabeth provided the following update:

- The Communication Team for the city met on April 5th to review current plans and developments. They will be holding meetings every month on the first Wednesday.
- They reviewed the Communications Plan, discussed the transition from the FYI to the new newsletter "What's Growing On," reviewed participation in Mailchimp and the new website update, and looked at the upcoming communications timeline.
- There are two opportunities for CCI involvement: stories for the Mailchimp newsletter and stories for the website.

6. CCI Workplan and Calendar for 2022/23

Evelyn shared the desire to create a CCI workplan/calendar that would include our activities and events (e.g., QTMs, ATM, etc.). The draft would include CCI's plans up to the 2023 ATM, and CCI will review a draft version at our next meeting. Evelyn will develop this draft for the committee to review.

Elizabeth shared the following example of a workplan developed by the Sustainability Commission:

https://www.forestgroveor.gov/sites/default/files/fileattachments/sustainability_commission/page/361/suscom-draft_work_plan_2021.pdf

7. Future CCI meeting: Invite the chairs of other CCI equivalent committees from other Washington County cities to compare notes with our work

This item was discussed, and there was general agreement that this would be a worthwhile venture to pursue at a future meeting. It will be added to our 2022-23 Work Plan. It was also agreed that we'd like to have at least one future meeting held in-person.

8. Other Business

Hope raised a couple items related to the last ATM and matters of accessibility for future meetings, noting the difficulty of participating for those in the auditorium, the lack of Spanish language capability, etc. There was discussion about the problems of holding hybrid (in-person/on-line events). It was agreed that we would hold future QTMs on-line in the near future and review how best to hold the ATM and other events to maximize participation and accessibility. The city council will be returning to in-person meetings, but it was noted that it is easier to hold in-person meetings with on-line capability than it is to hold on-line meetings with in-person capability.

9. Council Liaison Report (Malynda Wenzl)

Councilor Wenzl reviewed matters from the City Council, including city updates and feedback from the Youth Council regarding accessibility concerns on the city website, etc.

10. Adjournment and Announcement of Next Meeting: We adjourned at 6:37PM. The next CCI meeting will be held on Tuesday, May 3 at 5:30PM.