

## CLRPC Steering Committee Meeting Notes

Friday May 4, 2007

Present: Ken Hurd  
Sarah Cannon Holden  
Chris Klem  
Noah Eckhouse  
Peter Von Mertens  
Also Mark Whitehead, Anita Scheipers and Tim Higgins

1) Schedule Update: The group appeared to agree the recent updates to the schedule made sense for now. More details and editions will need to occur as the sub-committees gain a better sense of their actions, as well as when we bring a consultant on board. The updated schedule calls for getting the Consultant RFP out on the streets by June 15<sup>th</sup>.

Anita will add a new line to the schedule for Public Education & Outreach

2) Public Education and Outreach (PE&O): The group agreed to set a date for the first CLRPC wide PE&O event on either June 19<sup>th</sup> or 21<sup>st</sup> at Bemis Hall in which each sub-group provides a brief and concise summary of the issue they are tasked with considering in their planning efforts. It is intended to establish a Q&A period as well as time for specific feedback on information given. This event will be taped and re-played over the summer period. The staff shall develop a proposed agenda and meeting program to bring forward for consideration at the next Steering Comm. Meeting.

It was asked if the sub-groups had started to discuss what types of PE&O events they might like to use. The following types of PE&O were discussed as options for the sub-groups to use to include the public in our efforts –

- Public meetings w Q&A
- Live Call-in Shows w Q&A
- Taped Info Sessions
- Taped status reports at BoS meetings
- Articles in local paper
- Charrettes
- Web site postings
- School student involvement

The point was raised that we need to use varied methods to prevent the public from feeling over-loaded by having five sub-groups all doing the same thing. It was suggested some groups join forces when appropriate to hold some PE&O events. Each group was again tasked with discussing and reporting back what types of public events they would seek to use.

It was mentioned that the open Space Committee found it helpful to distribute basic information to the public prior to an event to encourage better discussion at the events. It was suggested that prior to the June event, we place some type of article in the local paper for this purpose.

- 3) Steering Committee Workshop – The committee agreed to have Judi Barrett conduct a workshop on May 15<sup>th</sup> at 8am for the Steering Committee members. See attached scope.
- 4) RFP Process – It was agreed we need to seek feedback from the sub groups in further defining the scope of work for the consultant. It was agreed the staff would develop the draft scope (as well as the necessary boiler plate) and distribute the draft scope for consideration at the next meeting; sub-group chairs will then distribute the scope to their groups for feedback. Chris Klem stated that many of his group feel strongly that the RFP must be such as to NOT simply allow our contracting with Judi Barrett but to allow fair consideration of all qualified consultants.

It was mentioned we should consider using local or regional talent to some public outreach work rather than a consultant – this having the benefit of adding some creative and exciting elements to our process.

- 5) The group reviewed Sarah Cannon-Holden’s concern re various CHUG process questions. It was agreed there was the need to have overlap of analysis of some key issues amongst the sub-groups; and that the Chairs must coordinate that effort as needed.