



# Visioning Task Force Meeting Minutes

Location: Garden Home Recreation Center, Room 10

Date: May 30, 2019

Time: 6:00 to 8:00 pm

## Attendees

**VTF Members in Attendance:** Ann Albrich, Ronald Ferguson, Holly Van Houten, Victor Sin, Rachel Gowland, Olivia Brown, Kanthi Karumbunathan, Shreya Jain, America Rodriguez, & Reid Quiggins.

**VTF Members Absent:** Richard Goldner, Nadia Hasan, & Ewnetu Tsegaw

**THPRD Staff:** Jaspreet Chahal, Holly Thompson; **JLA Staff:** Allison Brown; **Centro Cultural Staff:** Mariana Valenzuela

	Agenda Item + Notes
6:00 pm	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>Meeting started at 6 pm. Allison Brown, JLA welcomed the Vision Task Force (VTF) members and introduced Mariana from Centro Cultural who will be assisting us with outreach.</li> <li>VTF Members participated in an ice breaker exercise and shared the best experience they had participating in community engagement in the past. People reflected on why the experience was memorable.</li> </ul>
6:45 pm	<p><b>Review Example Public Outreach Set Up</b></p> <ul style="list-style-type: none"> <li>JLA and THPRD staff had a visual display set up in the room and the VTF members congregated around the display. Allison went through the various public engagement materials that the team had created for the VTF. The group reviewed and discussed the visual display including the fact sheet, comment cards, how to set up the table, the children's drawing activity, the easels and comment sheets, and setting up the canopy and banner materials.</li> <li>VTF members asked questions about navigating the conversations. People asked about how to help community members share visionary ideas.</li> <li>VTF members made suggestions about other items to include in the set-up including bubbles for attracting families with children, comment boxes to collect ideas, and more.</li> <li>VTF members were instructed to be sure to capture all of the ideas shared on either a wall sheet, a clip board, or on the comment cards. VTF members will be responsible to type the comments up and submit them on a Google sheet within 48 hours of an event. VTF members will also be responsible for counting the number of people they speak with at events.</li> <li>Staff reminded VTF members about the metrics we will be looking at toward the end of the projects including: number of people contacted, # of ideas collected, and # of events attended.</li> </ul>
7:25 pm	<p><b>Set Up and Practice Engagement Exercise</b></p> <ul style="list-style-type: none"> <li>After reviewing the room visual display, VTF members and staff went outside the Garden Home Rec Center and VTF members divided into two teams to practice setting up canopies.</li> </ul>

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	<ul style="list-style-type: none"><li>• Then VTF members divided up into pairs of two and role-played capturing visioning feedback. One member played the role of a VTF volunteer and the other was a member of the community giving feedback.</li><li>• The VTF members practiced having engagement conversations.</li><li>• Then VTF members broke down the set-up materials and went back to the meeting room.</li></ul>
7:50 pm	<b>Debrief Discussion</b> <ul style="list-style-type: none"><li>• VTF members de-briefed on the set-up and the role play exercise.</li><li>• VTF members were very positive about the exercise and felt that the exercise helped them feel prepared for the future outreach opportunities.</li><li>• VTF members were also very positive about the materials staff had prepared.</li><li>• Staff distributed the outreach calendar and asked VTF members to be prepared to sign up for events/activities.</li></ul>
	<b>Public Comment</b> – None. No visitors were in attendance.
8:10 pm	<b>Meeting Adjourned</b>

**Minutes Approved by the VTF on 6/6/19.**