

**Citizens Engagement Advisory Committee (CEAC) Meeting
Wednesday, October 2, 2019**

In attendance: Natalie Price, Sue Citraro, Liz Petry, Chris Copacia, Tammy Polk

Not in attendance: Eileen Steadman, Colleen Graveline, Brandon Alger

City staff attendance: Torri Mathes, Dan Hill

Meeting Minutes:

- **Call to Order: 6:34 PM**
- **Roll Call/ Introductions**
 - Discussion of each member and their duties
 - Natalie, Chair- Former high school English teacher and lives in the community
 - Liz, resident of 55 years and join because she wanted to help with communications
 - Sue, Vice Chair and resident of 24 years. Also joined to help with communication
 - Chris is a 29 year resident and joined to help aid in engagement as well as bring the business perspective in communication
 - Tammi, known as the “OG” of the committee and been around since the creation of the Communications Board and much more. She has been a resident for 30 years. She also brings the perspective of those that do not rely on social media.
 - Discussion of the Committees history
 - Had been established originally as the Communications Board then rebooted about 1.5 years ago as the Citizens Engagement Advisory Committee
 - Biggest task thus far has been the Communications Plan
- **Motions to approve agenda:**
 - Liz approved
 - Sue seconded
- **Approval of Minutes from 9/4/19**
 - Discussion of trying to locate the previous month’s minutes
 - **Dan and Sue to follow up with their contacts on where they might be saved**
 - Approval postpone to next month
- **Citizen Comment**
 - No citizen in attendance this month
- **Order to Business**
 - **Appointment of Secretary**
 - **Torri to fill in as secretary until one is appointed**
 - **Reports from Liasons to DDA, Parks & Rec Advisory Board**
 - Parks & Rec – Awaiting notes/comments from Theresa. Will follow up for next month’s meeting
 - DDA – Discussion of having the city put out more rules about the bike lanes
 - Discussion of SEMCOG’s bike lane education material
 - **Dan to follow up with SEMCOG to have some delivered to us**
 - Discussion of having a resource for collecting/getting more volunteers for all organizations/events
 - Discussion of a Facebook page
 - Discussion of volunteers portal

- Discussion of a graphic that was put out with the information
- Discussion of putting out the graphic or a new one in the water bill as a door hanger
- Discussion of quantifying the benefits of the new chipper service
 - Adding how it is saving the tax payer money and that it is eco-friendly
 - Quantifying the time & money
- Discussion of new marketing taglines – i.e. if you can clip it with clippers it goes in the bag
- **Prepare Communications Plan for Submission to City Council**
 - Review and discussion of modification of broadening the 3 tiers of communication and creating a page solely for the tool box
 - Discussion of a walkabout for the DDA
 - Discussion of when Council will see the plan
 - Discussion of when this would be helpful for the Master Planning Process
 - Shoot to have this in front of council sometime in December
 - Discussion of postponing the next meeting
 - **Moving the November meeting to November 13, 2019 (after elections)**
- **Additional Comments**
 - None
- **Staff Comments**
 - Discussion of Open Meetings and potentially have video conferencing
- **Adjournment at 8:15 PM**

Action Items:

- CEAC to work on next agenda items
- Dan and Sue to follow up with their contacts on where the September minutes might be saved
- Dan to follow up with SEMCOG and have some of their Bike Lane safety materials delivered to the City for distribution
- Torri to look into volunteer portal systems for boards, gov organizations, City Clerk, etc.
- Dan to ask the CM about increasing the committees seats
- Committee to research modules like SeeClickfix or other similar website pieces, and research TownWeb
- City staff to find out if smaller branches are going in with the trash and if it helps with decomposition
- City staff to work on marketing for the Yard Waste Pick-Up service
- Torri to update the Communications Plan based on discussions from the meeting