

MINUTES

MEETING: LDRRAC Policy & Planning Sub-Committee
DATE: October 1, 2015
TIME: 12:00-1:30
LOCATION: HR Board Room 1

Attendees: Chad Callender, Aidan Prince, Kash Husain, Rifat Hussain, Ian Silver, Shawna Lewkowitz, Forrest Bivens
Regrets: Anne-Marie Sanchez

Item	Discussion	Action
Committee name change	<ul style="list-style-type: none"> • Conference call with Saleha Kahn, the facilitator to confirm agenda and approach • It was suggested to include in the introduction, more context of what LDRRAC is and what has been accomplished thus far • Saleha suggested to just use the originally proposed first and third questions • If themes start to come out from discussions, Saleha can facilitate probing conversation and follow-up questions if needed • Promotion of the meeting had identified the standard protocol allowing participants to identify in advance if they wished to have the floor at the meeting – question as to then how that would fit with the agenda – decision to allow 3 minute presentations for any participant requesting this • Councilor Usher asked to do a brief presentation at the meeting – Chad to follow-up to welcome him to attend, but to not make a formal presentation, suggesting the focus be on members of the public having the opportunity to speak • LDRRAC members are welcome to attend – to listen and answer questions as required • Jackie will provide all needed supplies • Chad will make adjustments to agenda 	<ul style="list-style-type: none"> • Chad to revise agenda, follow-up with Councilor Usher, purchase gift for facilitator • LDRRAC members to promote meeting within their circles

	<ul style="list-style-type: none"> • Chad will get a thank you gift for facilitator – chapters gift card • Committee members to assist with promotion within their circles • Suggestion to prepare a one page summary of LDRRAC accomplishments to share with members for their info and conversation with participants 	
Protocols for motions	<ul style="list-style-type: none"> • Committee members would like guidance and support on how to word motions, to ensure they most effectively convey the desired outcome and impact • Suggestion to ask a staff member from the City Clerks Office to do a presentation and possibly create a training aide which can be used by all advisory committees 	<ul style="list-style-type: none"> • Chad to make request through Jackie
Next meeting	<ul style="list-style-type: none"> • November 5, 2015 12:00-1:30, Human Resources, City Hall 	