



CITY OF BOULDER
Environmental Advisory Board
Agenda for February 5, 2014 Retreat

Where: 1777 Broadway, 1777 W. Conference Room
When: 4:00 - 7:00 p.m.
Facilitator: Heather Bergman

Agenda

- 1. Welcome and Introductions** **4:00**
- 2. Review Meeting Objectives/Desired Outcomes (Heather)** **4:15**
 - Debrief accomplishments of 2013
 - Board goals and focus areas for 2014
- 3. Debrief of 2013 (Heather/Jonathan)** **4:30**
 - **Key accomplishments for 2013**
 - **What worked? What was successful?**
 - Elements in 2013 that were effective and successful (meeting format, public engagement, etc)
 - **What didn't work? What did we learn?**
 - Lessons from 2013 to be more successful in 2014
- Dinner Break** **5:15**
- 4. Operation Issues for Board Discussion (Heather/all)** **5:20**
 - Boards and Commissions coordination, Review of Board bylaws, meeting format, succession planning, board leadership and training, etc
- 5. Debrief of 2014 City Council priorities and staff work plan (David)** **5:45**
- 6. Discuss 2014 Board Priorities in relation to Council Priorities and the 2014 Work Plan (Group discussion)** **6:10**
 - How does the board want to integrate with and support city work efforts in 2014?
 - Which project or issue areas should be the board's highest priorities?
- 7. Review draft 2014 board calendar** **6:35**

Identify key priority areas for the board
- 8. Next Steps/Action Items** **6:55**
 - Next steps for retreat deliverables

Agenda Packet Contents

1. EAB Bylaws

2. Robert's Rules of Order Quick Reference Sheet
3. 2014 Focus Areas document
4. 2013 Board List of Accomplishments
5. 2014 Draft Board calendar

**Procedural Rules of the Environmental Advisory Board
of the City of Boulder, Colorado**

BYLAWS
CITY OF BOULDER
ENVIRONMENTAL ADVISORY BOARD

Pursuant to the provision of Section 130 of the Charter of the City of Boulder and Section 2-3-1, B.R.C. 1981, the Environmental Advisory Board (the Board), of the City of Boulder, adopts the following rules governing the general conduct of its business.

In handling routine business, the Board may, by general consent, use more informal procedure than set forth in these rules. Any bylaw may be suspended at any time by an affirmative vote of three members of the Board taken at a meeting open to the public.

ARTICLE I

SCOPE OF RULE AND GENERAL MATTERS

Section 1.1 Procedures Governed. These rules govern the procedure of the Board of the City of Boulder, Colorado with respect to all matters entrusted to the Board by the City Charter, the City Council, or by ordinance or resolution of the City of Boulder. If any ordinances passed by the City Council designate the Board as the proper body to hear a particular matter, the procedure for hearing said matter shall be consistent with these rules.

Section 1.2 Effective Date. These rules shall take effect on March ____, 2012, and thereafter all prior rules or regulations of the Board in conflict shall be repealed and of no further force or effect. A copy of these rules shall be placed on file in the central files of the city and shall be available to the public.

Section 1.3 Board Composition. The Board shall be comprised of the five (5) members appointed by the City Council for five year terms pursuant to the City Charter and applicable ordinance.

Section 1.4 Board Officers. The members of the Board shall have officers elected from its members. The elected officers shall consist of the Chair, and Vice Chair. The city manager or the manager's designate shall serve as the Secretary.

Section 1.5 Board Elections. The officers shall be elected by the Board at its first regular meeting after annual appointments have been made by the City Council. Terms of office shall be for one year or until replacements have been qualified.

Section 1.6 Board Responsibilities. The Board shall exercise those functions specified by City Charter, and applicable ordinances. Specifically included responsibilities from section 2-3-16, B.R.C. 1981, include the following:

- (a) To advise the City Council and the city manager concerning waste management and recycling, energy efficiency, environmental risks, and pollution control, except as already assigned to other boards and commissions.
- (b) To advise the City Council concerning an appropriate advocacy role for the city in state, regional and federal environmental matters.
- (c) To advise the affected board and the City Council concerning the effects on the environment of any proposed city master plan or revision.
- (d) To advise on environmental issues not specified by matters (a) through (c) listed above as authorized by the City Council.

Section 1.7 Regular Board Meetings. Regular meetings of the Board shall be held at such time and date as determined by the majority of the Board at a location the Board shall from time to time designate. The Board has scheduled regular meetings at 6:00 p.m. on the [_____ *add week of the month*] [_____ *add day of the week*] of each month, at a location to be duly noticed.

Section 1.8 Special Board Meetings. Special meetings of the Board may be called by any member of the Board by informing the other members and Community Planning and Sustainability staff liaison of the time and place of such meeting and obtaining consent of a Board quorum for the special meeting.

Section 1.9 Meeting Notices. Notices of regular meetings and special meetings shall be published in a manner similar to notices of other city boards and commissions as prescribed by City Council. Notices of all regular and special meetings shall be posted in conformance with applicable law. Board members shall have no less than twenty four hours notice of any meeting.

ARTICLE II

BOARD MEETING ORDER OF BUSINESS

Section 2.1 Order of Business. At all regular meetings of the Board, the following shall be the order of business:

- (a) Call to Order
- (b) Approval of Minutes
- (c) Public Participation
- (d) Discussion Items

- (e) Public Hearing Items
- (f) Matters from the Environmental Advisory Board, City Manager and City Attorney
- (g) Debrief Meeting and Calendar Check
- (h) Adjournment

The above order of business may be amended by the Chair and the consent of a majority of the members of the Board in attendance at any meeting.

ARTICLE III

CONDUCT OF BOARD MEETINGS

Section 3.1 Board Business. All business of the Board shall be conducted only during properly constituted regular or special meetings and all such meetings shall be open to the public except as is otherwise provided by law. These Bylaws have been adopted in substitution of Roberts Rules of Order. Roberts Rules of Order may be invoked or used as guidance at the discretion of the Chair or majority of the quorum present, where not inconsistent with these bylaws, to the extent that it is determined that such rules will help with the orderly conduct of the meeting. Three members of the Board in attendance at all meetings shall constitute a quorum for the transaction of business. No action of the Board shall be valid without an affirmative vote of three members.

Section 3.2 Agenda Management. The Chair shall manage each regular and special meeting in a manner appropriate to complete the Board's business scheduled for the meeting to the extent possible. Hearings will be conducted in an informal but orderly manner which shall be best suited to the isolation issues, ascertainment of relevant facts and an equitable solution.

In the absence of objection by a majority of the quorum present, the Chair may limit the length of discussion on any agenda item by Board members and members of the public. For agenda items for which no formal hearing is required, public comment should occur during the public participation portion of the meeting. If time permits, additional comments may be permitted by the Chair at the beginning of discussion on the particular agenda item. Once interested members of the public have commented, the Chair shall restrict subsequent discussion on the agenda item to Board members and staff.

Section 3.3 Hearing Management. The Chair shall manage all hearings in a manner to provide interested persons meaningful participation in the hearing process, without partiality. The Chair may limit the length of public comments for purposes of allowing all interested speakers an equal opportunity to comment within the time frame set aside for the hearing. Unless otherwise specified at the hearing, individual public comment shall be limited to not more than three minutes. Public testimony at hearings shall follow staff presentation of the proposal under consideration. Board members may ask questions of witnesses to seek clarification of the witness' position, but are discouraged from engaging in substantive debate with witnesses. Board

discussion and deliberations shall follow public testimony. Hearings may be continued by majority vote of the Board.

Section 3.4 Rules of Speaking. To obtain the floor, a member addresses the Chair, who recognizes the member by calling out the person's name. Only one person may have the floor at any time. A person shall not speak while another has the floor. The Chair generally recognizes the person who first asks for the floor after it has been relinquished. A member shall generally relinquish the floor if they have addressed the pending issue for five minutes.

Section 3.5 Procedures for Handling Motions.

- (a) A member, after obtaining the floor, makes a motion. If the motion is long or involved, it should be in writing. The member may state his or her reasons briefly before making the motion; but may argue the motion only after it has been seconded; and having spoken once may not speak again until everyone who wishes to be heard has the opportunity to speak, except to answer questions asked by other Board members. Having made a motion, the Board member may neither speak against it nor vote against it.
- (b) Another member seconds the motion. All motions require a second. The seconder does not have to favor the motion in order to second it and may both speak and vote against it. If there is no second, the Chair shall not recognize the motion.
- (c) The Chair states the motion and asks for discussion. General debate and discussion follow, if the members desire. The Board members, or city staff, when wishing to speak, shall follow the rules of speaking outlined above.
- (d) At the end of discussion or when the question is called, the Chair restates the motion and puts the question to a vote. The Chair announces the result of the vote. The motion is not completed until the result is announced.

Section 3.6. Voting.

- (a) Manner of Voting. The Board may vote by a voice vote, the raising of hands, or the calling or roll. The Chair shall announce the results of each vote.
- (b) Effect of Votes. An affirmative vote of three or more Board members is required to pass a motion approving any action. Any agenda item requiring a vote of the Board is denied if it does not receive an affirmative vote of three or more.

ARTICLE IV

MINUTES/INFORMATIONAL PACKAGES

Section 4.1 Action Form Minutes. Copies of action form minutes of regular and special meetings shall be distributed by Community Planning and Sustainability staff to City Council

within 10 days after each meeting is held to the extent practical. Summary form minutes shall be produced by Community Planning and Sustainability staff with Board review, and shall be considered as the formal record of proceedings of the Board. Action form minutes shall be furnished to each Board member prior to the next regular Board meeting, as specified in section 4.2 of these Bylaws.

Section 4.2 Board Informational Packages. Prior to each regular meeting and each special meeting scheduled sufficiently in advance, Community Planning and Sustainability staff shall assemble and disseminate to Board members an informational package consisting of action minutes to be approved at the next meeting, other information that the Community Planning and Sustainability staff liaison deems appropriate for Board consideration at the next meeting, and information otherwise useful to the Board and reasonably requested by the Board. Delivery of the package to the Board shall be calculated to provide a reasonable time to review the material prior to the next Board meeting and will be posted to the city's website.

ARTICLE V

DUTIES OF OFFICERS

Section 5.1 Chair's Duties. The Chair is responsible for conducting the Board's meetings in an orderly and democratic manner and assuring that the minority opinion may be expressed and that the majority is allowed to rule. The Chair shall:

- (a) Preside over all meetings of the Board;
- (b) Decide all points of orders or issues of procedure unless otherwise directed by a majority of the Board in session at the time.
- (c) Sign all minutes, resolutions and other documents on behalf of the Board;
- (d) Coordinate with the Community Planning and Sustainability liaison on agenda items; and
- (e) Subject to the advice, order or ratification by the Board, discharge such other duties as may be required of the Chair by City Council and City staff, pursuant to the City Charter and applicable ordinance.

Section 5.2 Vice Chair Duties. It shall be the duty of the Vice Chair to:

- (a) Perform all such duties and functions of the Chair in the absence of the Chair
- (b) To assist the Chair in the performance of his/her duties.

Section 5.3 Secretary Duties. The Secretary shall attest to the signature of the Chair on all documents signed by the Chair. Any document signed by the Chair, attested to by the Secretary shall be deemed an official document of the Board.

ARTICLE VI

AMENDMENTS

Section 6.1 Amendments to Bylaws. These Bylaws may be changed, suspended, amended or revoked by an affirmative vote of three Board members at any regular meeting of the Board, or at any special meeting called for that purpose.

Approved and adopted pursuant to the authority in subsection 2-3-1(d), B.R.C. 1981 to establish rules of procedures in aid of its functions on this _____ day of March, 2012.

CITY OF BOULDER
ENVIRONMENTAL ADVISORY BOARD

Chair

ATTEST:

By: _____
Secretary

Robert's Rules of Order Quick Reference Sheet

Robert's Rules can be confusing to people who have never encountered it before. However, it is the most efficient way to handle business at a large meeting. Robert's Rules of Order protects the rights of the majority, of the minority, of individual members, of absentees, and all of these together.

The following points and chart should cover all you need to know to effectively participate during a meeting.

- Only voting delegates may make motions or vote on motions.
- Non-voting delegates may participate in the debate on a motion.
- State your name and the Chapter you represent (also add that you are a non-voting delegate, if necessary) when speaking or making a motion.
- Stand in line at one of the microphones to obtain the floor.
- You do not need to obtain the floor to second a motion or to make one of the motions that allow you to interrupt the speaker (although the chair may ask you to go to a microphone).
- Attempts to use point of order, point of information, or parliamentary inquiry to participate in the debate will be ruled out of order.
- Address your comments to the chair and not to another member (don't directly engage in debate with another member).
- An amendment to a motion may be amended, but an amendment to an amendment to a motion may not!

	You want to...	You say...	Can you interrupt a speaker?	Does your motion need a second?	Is your motion debatable?	Can someone amend your motion?	Applies to which motions?	Vote Required
D	alert the chair to an urgent matter affecting the assembly or of personal privilege.	I rise to a question of {privilege affecting the assembly, personal privilege}.	Yes	No	No	No	None	None
E	have the Convention follow the agenda.	I call for the orders of the day.	Yes	No	No	No	None	No vote
G	end debate and vote on the motion.	I move the Previous Question.	No	Yes	No	No	Any debatable or amendable	2/3
J	send a matter to committee.	I move to commit the motion...	No	Yes	Yes	Yes	No subsidiary motion	Majority
K	modify a pending motion.	I move to amend...	No	Yes	Yes (usually)	Yes	All amendable	Majority
M	bring business before the Convention.	I move...	No	Yes	Yes	Yes	None	Majority
S	alert the chair to some error.	Point of order.	Yes	No	No	No	Any error	No vote
T	disagree with the ruling of the chair.	I appeal from the decision of the chair.	Yes	Yes	Yes (usually)	No	Decision of the chair	Majority or tie
X	have the vote counted using a rising vote.	I call for a division.	Yes	No	No	No	Voice or hand vote	None
Y	obtain information on parliamentary law or rules of the organization.	A parliamentary inquiry, please.	Yes (if urgent)	No	No	No	Any motion	No vote
Z	request information relating to the business at hand.	A point of information, please.	Yes (if urgent)	No	No	No	Any motion	No vote

2014 Focus Areas

Energy Future

Description of Focus Area

Energy Future-- continued pursuit of what Boulder's energy use will look like in the future, encompassing the mix of energy, community involvement, innovation and demand side reduction. This plan serves the goals of the climate commitment, and is linked to, but is not dependent on municipalization.

Key Objectives and Outcomes

1. Be proactive in identifying opportunities and pitfalls-- use individual expertise to look beyond current plans.
2. Continue to ensure that projects under the Energy Future banner follow our/the City's guiding goals for the program
3. Greater linkages to other Boards, Council, community, etc. that can expand our scope of influence on the issue.

We should continue on the path of development, but be aggressive and specific. We need to be more proactive and less (to use the Council terminology) of simply a "rubber stamp". Bring new ideas to the table and find ways to individually commit to project and follow through, even outside of Board meetings.

EAB Actions

1. Make a point to highlight new ideas in reviews of old topics.
2. Continually refresh and reference guiding principles.
3. Give Board members specific tasks/homework to follow up on
4. Because this is an issue with such wide scope, integrate our work with other Boards/Council.
5. Find ways to continually push the envelope of what is possible in constructive ways.

Integrate work with other Boards/ outcomes from joint board workshop

Description of Focus Area

At the joint meeting we saw that although many priorities spanned multiple Boards' influence, there was rarely communication or collaboration between different Boards and Commissions.

By being involved and engaged in one another's projects, we are more informed about what we can do, and we ensure that our influence goes further than a once a month meeting. This helps to set priorities and understand the bigger picture of what the City is working on as a whole.

Follow up on the momentum of the city council and city programs/staff to better integrate across program areas to improve decision-making. So many great ideas were proposed at the joint board meeting!

Key Objectives and Outcomes

1. Create consistent communication and collaboration with related Boards and Commissions
2. Be informed about what other Boards are working on.
3. Understand what the overarching goals and priorities of the city are beyond our action areas in the EAB.
 1. better integration of EAB into activities and decisions taking place across the city
 2. better understanding by other boards of what EAB does and how we can help/advise them
 3. better understanding of what other boards are working on, since many issues (e.g. climate commitment or CAP) cross boards and programs

EAB Actions

1. Send representatives to other meetings/create "Board Buddies" relationships.
2. Take responsibility for checking on other agendas/meetings and reporting back to one another what is going on as it does/does not affect our agenda.
3. Send EAB representatives to meetings that influence our priorities.
4. Look for areas in which our priorities can be adopted and carried along by other Boards' work... potentially a piggyback effect for some of our goals that we could get carried along.
5. Read and understand the master plans for the city and other boards so we can understand the system within which we wish to create influence.
 1. board buddies (attend another board meeting and/or talk to another board member regularly) to learn what other boards do, and increase the visibility of what EAB can do/provide advice on
 2. collaborate on a joint project with other boards
 3. decide as a board that we want to track, say 5, issues next year that we heard about at the joint board meeting. We could each be assigned one, and report back to the board on a regular/monthly basis – attend meetings, review board minutes, whatever makes sense. Note, this could be board-focused or issue-focused. I think I would lean towards having it be issue-focused, as something like parking might span several boards and city programs.

4. city council check-in – somehow (?) find out if there are city council members who are tasked with certain issues, and touch base with that city council member (is this allowed? Or something like it?)

Waste Reduction

Description of Focus Area

I have always loved a lot of the waste reduction projects that have come across our agendas. Many of them are visible and innovative, and I think those are the sorts of qualities that can get people excited about environmental work in Boulder. They may or may not be as big picture influential as things like carbon reduction, but in terms of garnering public support and interest, I think they are huge and engaging tools.

Key Objectives and Outcomes

1. Support these initiatives and find ways to promote them to the larger community
2. Make sure that projects that are identified as important or of interest are followed through on and not forgotten.
3. Find ways to promote visible successes to get public support.

EAB Actions

1. Individual championing of projects
2. Continued review-- like that of our guiding principles to make sure that we don't lose things because we haven't seen them in awhile.
3. Find ways to promote visible initiatives and successes within each of our specific demographics/peer groups

Climate Commitment

Description of Focus Area

EAB will continue to focus on the council/staff effort to enact the climate commitment and related programs. This will be especially important after the historic flood, because (1) progress on some issues may understandably slow as staff and council are diverted to other projects, but we can help maintain momentum, and (2) some programs that were getting under way last year and will hopefully continue this year.

Key Objectives and Outcomes

1. provide feedback on Brett's work – metrics, how to engage the public, feedback from our broad perspective as board members
2. encourage/support continued work on the commercial building program
3. encourage/support continued work on the market innovation grant program

Success would include: encouraging city staff to present to us and providing robust feedback; assigning EAB members to follow up or track progress; hearing that staff find our feedback useful (do they use/care about our input?); understanding and better tracking how our feedback actually gets back to council (“providing input to council” or something like that is part of our charter, right?)

EAB Actions

In 2014, we could:

1. for certain projects, assign a point person to follow up with city staff or program staff and report back to the board on a reasonable schedule
2. provide a volunteer for the commercial building program work
3. provide a volunteer for the market innovation grant program
4. find a way to directly meet and talk to city council members (after the meet-and-greet for new board/commission members, I haven't had any contact with any city council members)

Environmental effects from flood - input to city council

Description of Focus Area

There will be ongoing environmental effects from the flood for many years to come. In this first winter and spring of mitigation work, there will be plenty of pollution, water resources, building/reconstruction, air quality, habitat, pest management/weed control, environmental risk and impact, etc. concerns that are in the purview of the EAB. I suggest that while climate change programs are critical, that the last year we were very focused on that and we might better serve the public if we spend some energy on some of these issues, which are mentioned in our charter.

Key Objectives and Outcomes

1. re-engage on some of the basic environmental issues that this board was established for – see above
2. provide a citizen-based (outside set of eyes and ears) feedback opportunity for city programs/staff working on flood related mitigation work
3. provide an opportunity for the public to come speak on flood-related matters that are in the purview of this board – obviously we can't handle all the complaints/issues, but there may be a set of issues that council thinks the EAB is most suited to provide feedback on

EAB Actions

I'm personally interested in this one, due to my science background and emphasis on the impacts/risk side of things during the mitigation and long-term recovery of our city. Don't get me wrong, the climate and energy focus last year was critically important, but I think the flood

mitigation work might be a place where we can really provide some great input on some concrete environmental matters that are facing our community in their day-to-day lives. For example, the bear cans –which don't really have to do with the flood, but it was highlighted then – we had some great discussion about our role in encouraging city council to take up this issue again, but what happened with it?

Business and corporate recycling

Description of Focus Area

Increase business recycling by a predetermined target a predetermined date, as a way to reduce energy consumption. Find strategies to encourage businesses to do so. Solicit a presentation from Eco Cycle on what they are intending to do and what the city can do, how they frame the challenge, and how the EAB could be involved. Guiding the new city policy directed toward this.

Key Objectives and Outcomes

1. Hearing from technical experts about the work done to date, measurable objectives, technical challenges.
2. Developing understanding among the private sector of the challenges and how they can become involved.
3. Identifying realistic short- and long-term benchmarks with guidance from technical experts.

EAB Actions

1. Hear about the work done to date.
2. Identify private pilot project partners.
3. Determine whether partnership with Western Disposal or other waste management is necessary.
4. Receive feedback from Eco Cycle.
5. Help determine short-term targets for a one-year pilot.

Individuals: meet with private businesses to solicit feedback on various aspects of a policy and solicit support and partnership.

Public understanding and engagement in meeting emissions targets

Description of Focus Area

I'd like to explore ways to create better understanding and engagement in Boulder about municipalization or the strategies we'll use to meet our targets. Now that the election has passed, it's time to refocus the conversation and discuss ways to first inform/educate residents and second find ways to involve them.

Key Objectives and Outcomes

1. Proper messaging and word of mouth
2. Identifying key areas where public information lacks, and key areas where public involvement would be beneficial (ex: “community champions” could help spread information)
3. Utilizing the existing platforms for participation and engagement (<https://bouldercolorado.gov/participate-and-engage>)

EAB Actions

1. Hear from staff the path forward for 2014 in light of recent vote.
2. Hear from staff how public engagement could help in decision making.
3. Identify key community groups that can help in implementing desired actions.
4. Develop key messages around municipalization (or other actions to move forward).
5. Discuss whether there's a need for increased public participation in decision making.

2013 Key Accomplishments

- Climate Commitment action plan completion/climate change work/reasonable climate goals
- Development of market innovation project on clean energy
- Follow through on goal areas
- Provided feedback on a number of city efforts and public comments/public issues
- Board operations
- Building Code Updates
- Encouraging more public involvement and participation on environmental issues
- Recycling – tax on plastic bags
- Commercial Energy reduction plans

What was successful about the Climate Commitment Action Plan Completion/climate change work?

Setting this as a goal area and priority of focus for the year and following through on it, setting the board up for success in future years.

This was probably our most important issue-based accomplishment. The presentations from city staff on the climate commitment and related topics were robust, thoughtful, and hopefully helpful to staff. I really appreciated hearing other board members' ideas and feedback. I personally learned a lot from participating in and thinking through some of these things as a group, which will allow me to be more thoughtful in my own feedback in the future. I found the presentations well-prepared and documented, and they hit the right "level" or tone in terms of content, detail, and questions for the board. This is obviously one of the most important issues that council is working on, and I'm glad it was a focus area for this past year.

What if anything could have been done differently to be even more successful?

We created our list of principles by which to guide our actions at the END of 2012. I think if we had had those goals to start out with, we could have been more constructive and focused with feedback to staff throughout the process.

Making a point to set our guiding priorities on an issue the first time it comes across the table and then following up on how we are matching to those priorities and whether they need to be modified at each update of a project would be one way of using this principle on other issues.

I understand why some of the climate-related efforts slowed down this year (e.g. market innovation program), but I'm wondering if we as a group have ways that we can help keep momentum or follow up on things like that (and if it would be helpful to the staff or council?)

What was successful about the development of market innovation project?

This was a fledgling project that a lot of Board members were very passionate about. The fact that it is a much more tangible reality now is a huge testament to that focus and determination.

Setting this as an area of interest and Board members following up on something they were passionate about led to its being prioritized and not forgotten.

By picking something specific and making sure it remained a part of larger work plans, a small idea could become something huge.

What if anything could have been done differently to be even more successful?

Continue the tactic of specific board members championing smaller elements of projects-- really break down larger projects and make sure that we are seeing all of the elements and deciding what matters to us personally.

If each board member were to take responsibility for watching out for small things that aligned with their personal passions and skills, we could make this type of success more common!

What was successful about following through on goal areas?

The agenda set at the end of 2012 and priorities we listed were followed very well in our topics at meetings.

I feel that by setting specific goals and guiding principles, we were able to take our influence and make a larger impact on specific areas.

The use of smaller and actionable goals allow us to measure success over a year, which feels great!

What if anything could have been done differently to be even more successful?

It might be possible to be even more ambitious this year-- to not only look at the topics we want to cover but perhaps in advance how we would like to influence them, or if there are specific areas we want to focus on, to STATE them at the outset.

Be more clear with our goals and ambitions in general and continue to follow that model in small and large projects.

What was successful about providing feedback on a number of city efforts and public comments/public issues?

EAB fulfilled its role to engage, support, and listen to a variety of speakers this year. This included members of the public, research/non-profits, and guests from city programs (e.g. disposable bag fee program). I found the other board members' input to be thoughtful, supportive, and positive. I enjoyed the mix of presenters, ranging from the public to other city program managers.

What if anything could have been done differently to be even more successful?

Follow-up on some of the presentations could have been better. For example, I don't know how the city feels about the bag fee or what the results have been so far. We also had some guests talking about efforts to teach sustainability in schools, and we had several members of the public come to voice concerns about different things this year. Perhaps we could have designated someone on the board to follow-up in e.g. 3 months, just a check-in with that presenter or issue (if the presenter was agreeable/interested) and report back to the rest of the EAB on progress of an effort, resolution of an issue, or anything else EAB should be keeping an eye on.

What was successful about board operations?

Board members seem to truly respect each other's thoughts and opinions, which I think is great. I like the mix of experience, perspective, and ideas in our group, so I thank Council for being attentive to that diversity when selecting board members. I enjoy the conversational tone during our meetings, which allows for open-minded discussion and (I suspect) makes guest speakers feel comfortable and welcome. This is also a good opportunity to thank Jonathan and Juliet for their hard work and organization/prep, facilitation, and follow-up for our meetings, which goes a long way to having productive discussions.

What if anything could have been done differently to be even more successful?

I found that after Vicki left, the lack of a regular chairperson was noticeable and we seemed to lose a little focus during our meetings. If this happens again (unexpected departure of a chair), I would suggest that we quickly vote on a new permanent chair or interim chair to provide structure. I noticed in the meeting notes from the annual retreat last year that there was a comment about encouraging all EAB members to speak, and I would like to echo this comment. It would be beneficial for the chairperson to have some generally structured way to gather board members' comments, or else it's harder for the chair to manage, and it's harder for individual members to have a chance to speak. This can also improve feedback for the guests, too.

I was also wondering if anyone gave Morgan L. an orientation to the board?

I know we are supposed to provide feedback to city council on certain things, but I don't remember us having any agenda items where we were directed to or took it upon ourselves to report back to council. I know that our feedback is filtered through staff in many cases (say, Brett's work), which is fine, but I feel more than a bit disconnected from council members.

What was successful?

The most tangible success was the tax on plastic bags that went into affect in 2013

Other areas where input that has longer term affects. It is hard to determine the affect until programs are actually implemented.

What if anything could have been done differently to be even more successful?

Close the loop with the staff and Council. What feedback was most important in helping them set policy, take action and consider enhancing existing program?

Since several areas are interdisciplinary in purpose, cooperation with other boards and committees would help.

Continuity on the Board.

Less areas of involvement, more actionable decisions, more influence.

Close the loop with Council through face-to-face meetings on issues /feedback we consider important.

**Environmental Advisory Board (EAB)
Agenda Items (February-December 2014)
STAFF CALENDAR**

February 5 Retreat

NFCH due by 4 pm on Wednesday, Jan 22 (for Sunday, Jan 26 and Feb 2 paper)
Materials due by **noon on Friday, Jan 31**, emailed to EAB by 3:30 pm
Wednesday Feb 5 - PPTs for meeting due to **Juliet Bonnell** by 2:00, Retreat @ 4 pm

Discussion items	Staff
1. Debrief 2013 Board Accomplishments: successes and lessons learned	Heather/Jonathan Koehn
2. Operation issues: Review of Board bylaws, meeting format, board leadership and training, succession planning, etc.	Heather/All
3. Debrief of 2014 City Council Priorities and staff work plan	David Driskell
4. 2014 Board Priorities in relation to Council Priorities and the 2014 Work Plan	Group Discussion
5. Review draft 2014 board calendar	Brett KenCairn

Feb 24 Joint EAB/PRAB Meeting to discuss Emerald Ash Borer and Pesticide Approval Committee process?

March 5 Meeting

Morgan will be absent March 5

NFCH due by 4 pm on Wednesday, Feb 19 (for Sunday, Feb 22 and March 2 paper)
Materials due by **noon on Friday, Feb 28**, emailed to EAB by 3:30 pm
Wednesday, March 5 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
1. Energy Programs	Jonathan Koehn

Discussion items	Staff
1. Market Innovation Program Update	Jamie Harkins

March 24 Joint EAB/PRAB Meeting to discuss Emerald Ash Borer and Pesticide Approval Committee process? New board member (if this meeting occurs)

April 2 Meeting New board member!

NFCH due by 4 pm on Wednesday, March 19 (for Sunday, March 23 and 30 paper)
Materials due by **noon on Friday, March 28**, emailed to EAB by 3:30 pm

Wednesday, April 2 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
1. Zero Waste Master Plan	Jamie Harkins
2. Resilience and Flood Response	Brett KenCairn

Discussion items	Staff
1.	

Joint EAB/TAB/PB meeting to discuss Transportation Master Plan & Climate Commitment in April? If so, check dates with board members as soon as possible!!!

May 7 Meeting reschedule to May 14 or May 21!! Morgan and Larissa are available 5/14 and 5/21. Tim is available 5/14. Mara and Steve? Confirm with board which date will work for them...

Larissa and Morgan are unavailable May 7

NFCH due by 4 pm on **Wednesday, May __** (for Sunday, **May__ and __** paper)

Materials due by **noon on Friday, May __**, emailed to EAB by 3:30 pm

Wednesday, ____ - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
1. IPM	Rella Abernathy

Discussion items	Staff
1.	

June 4 Meeting

NFCH due by 4 pm on Wednesday, May 21 (for Sunday, May 24 and 31st paper)

Materials due by **noon on Friday, May 30**, emailed to EAB by 3:30 pm

Wednesday June 4 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
1. Climate Commitment	Brett KenCairn

Discussion items	Staff
1.	

July 2 Meeting

NFCH due by 4 pm on Wednesday, June 18 (for Sunday, June 22 and 29 paper)

Materials due by **noon on Friday, June 27**, emailed to EAB by 3:30 pm

Wednesday July 2 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
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1. Local Food	Lauren Kolb
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Discussion items	Staff
1. Mid-year schedule check-in	Brett KenCairn
2.	

August 6 Meeting

NFCH due by 4 pm on Wednesday, July 23 (for Sunday, July 27 and August 3 paper)
 Materials due by **noon on Friday, August 1**, emailed to EAB by 3:30 pm
 Wednesday August 6 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
1.	

Discussion items	Staff
1.	
2.	

September 3 Meeting

NFCH due by 4 pm on Wednesday, August 20 (for Sunday, August 24 and 31 paper)
 Materials due by **noon on Friday, August 29**, emailed to EAB by 3:30 pm
 Wednesday September 3 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
1.	

Discussion items	Staff
1.	
2.	

October 1 Meeting

NFCH due by 4 pm on Wednesday, September 17 (for Sunday, September 21 and 28 paper)
 Materials due by **noon on Friday, September 26**, emailed to EAB by 3:30 pm
 Wednesday October 1 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
1.	

Discussion items	Staff
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1.	
2.	

November 5 Meeting

NFCH due by 4 pm on Wednesday, October 22 (for Sunday, October 26 and November 2 paper)

Materials due by **noon on Friday, October 31** emailed to EAB by 3:30 pm

Wednesday November 5 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
1.	

Discussion items	Staff
1.	
2.	

December 3 Meeting

NFCH due by 4 pm on Wednesday, November 19 (for Sunday, November 23 and 30 paper)

Materials due by **noon on Friday, November 28**, emailed to EAB by 3:30 pm

Wednesday December 3- PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

Public Hearings	Staff
1.	

Discussion items	Staff
1.	
2.	

Items to follow up on:

- IPM update (should go to EAB prior to CC)
- Check in with Val re: any Urban Wildlife issues
- Check in with Rella re: any other IPM issues