

Subcommittee Members: Sam Weaver, John Gerstle, Lieschen Gargano, Macon Cowles, Leonard May, Elise Jones

Staff: Steve Giang (County Planning), Deanna Voss, Michael Davidson, Nick Grossman (Communications), Lesli Ellis, Jean Gatzka, Courtland Hyser, Caitlin Zacharias (Comprehensive Planning )

Members of the Public: Michael, Nikhil (HRC member); Heather Bergman (public outreach facilitator for project), Barbara.

1. Update on current work plan and future meeting schedule
2. Kick Off Activities Update (30 minutes)
  - a. Postcard has been sent out to all Boulder addresses, including Area II and III
  - b. Will advertise a 5:15 presentation in addition to 6:30 due to high interest. Will be recorded and posted to website
  - c. Description of drop-in activities and information.
    - i. Headlines- outcomes of the BVCP, will help us frame later stages in the conversation
    - ii. 10 YOAB members will be assisting with stations
    - iii. Participants will have a checklist describing activities, input form
    - iv. Staff to help folks find what they're looking for
    - v. **FEEDBACK (in bold):**
      1. **Provide: What is the comp plan and what does it do?** (brief history, started as an IGA) **\*\*Show one-page graphic on the comp plan and its relationship to sustainability framework and master plans (may be in poster form)**
      2. **Laptop where people can sign up and receive a package of everything**
      3. **Is the new neighborhood liaison integrated into this? (yes)**
    - vi. Presentation
      1. **Process subcommittee elected officials will welcome the group in presentation.**
      2. Heather will do the low-tech poll and other questions for group
      3. **Q&A:** how to do it in presentation?
        - a. **SCRATCH Q&A:** We don't have enough time and it would be better use of time to go to discussion groups. Give people the opportunity to ask questions of staff and elected officials after the presentation. Those who don't want to answer it in that forum can leave us with an index card and we will answer online or in an email.
      4. **Discussion Groups - Offer several topics for people to discuss (to provide food for thought)**

5. **Can do a periscope livestream – for overflow in Climber’s Room, those who can’t be there in person.**
- vii. Small group discussions
    1. Preparing for languages other than English?
    2. How do we handle folks who might dominate the conversation?
      - a. **Self-facilitation? Use facilitators?** (World Café, staff, City Council, Planning Board)?
    3. Potential Questions: Why we love Boulder, what we need to focus on, how do we know we’ve achieved the goals we’re embarking on in this comp plan? What should city and county think about?
    4. **Separate tables according to topic? No. We’re trying to be open-ended this early in the planning process.**
  - viii. Video: Balcony 9 Media – 1) Our Legacy, 2) Our Future
  - ix. Pop-ups: working with Manuela S. w/Latino Task Force to ensure we’re reaching the Latino community. **Would like to invite process subcommittee to help participate with pop-ups as well**
  - x. Online outreach: presentation, options to provide comments, etc.
    1. **We got your message- autoresponse confirming we’ve received your e-mail. Email off the domain and wrap it differently – could this be something that’s edited on the 4” x 4” generic cards?**
  - xi. Presentations with organizations
  - d. Looking ahead- what we want to talk about text time we convene
    - i. Potential next survey of options - preparation for Jan/Feb (?)
  - e. Public comment
    - i. Michael C.
      1. Excellent meeting from content standpoint. Make sure you get the questions by handout and staff (and that staff retain the questions). What is the outcome you want from small groups so you have measurable tools to say whether they were successful? Suggest topics at the end of the presentation; invite people to say 2-word suggestions. Need good ground rules for small groups. Heather can set the stage. At least one facilitator around each group of tables. NOT elected officials. Small tables could give a signal if there is a need to move things along.
      2. Tell us what you think survey: unclear on what the answers give you and what you hope to do with them.
    - ii. Nikhil M.
      1. How you do community outreach and how you’re engaging people to coming to this event.
      2. For those facilitating: how to engage with people of different backgrounds (and not just translating). Giving facilitators tip to directly address those populations
      3. Are e-mails getting out to all communities? How to engage then?