

Pottery Lab Working Group
Working Group Protocols
March 22, 2012-January 22, 2013

1. Purpose

The purpose of the Pottery Lab Working Group is to make consensus recommendations to the City of Boulder Parks and Recreation Department regarding ways to ensure the sustainability of the Pottery Lab. This discussion will involve exploring issues and options related to: 1) keeping the Pottery Lab as a City program (inside or outside the Parks and Recreation Department); and 2) moving the Pottery Lab outside the City to a nonprofit organization, public/private partnership, or other entity. The discussion will include but not be restricted to issues of finances and cost recovery; additional topics will include programs, students, staff, storage, facilities, fundraising, etc.

2. Guiding Principles

The Working Group's work together is founded upon the following guiding principles:

- a. Exploration: asking questions, examining information, and seeking new information
- b. Openness: willingly sharing ideas and information
- c. Open-mindedness: being open to ideas and information provided by others
- d. Transparency: engaging in open, public dialogue
- e. Shared education: learning together about the issues and interests at hand
- f. Civil discourse: treating everyone in the group with dignity and respect
- g. Productive dialogue: working to increase understanding and advance the discussion

3. Representation

Each Working Group member represents him- or herself but commits to consulting with friends, colleagues, and others in the pottery community during the course of the dialogue. Members of the Parks and Recreation Advisory Board (PRAB) in particular represent only themselves and do not represent PRAB as a whole.

4. Membership

The Working Group is comprised of:

- o Two members of the Parks and Recreation Advisory Board (PRAB)
- o Three members of Parks and Recreation staff, including the Pottery Program Coordinator
- o Six members of the pottery community
- o One outside person with experience and knowledge of the Boulder arts community

Members of the Working Group do not have alternates, with the exception of PRAB members, who may ask Myriah Conroy to attend in their place if they are unable to participate in a given meeting. Although other community members are welcome to attend meetings, only named members of the Working Group may participate in decision making. It is the responsibility of each Working Group member to attend Working Group meetings, engage in the dialogue, and do preparatory work to the best of his or her ability. If a Working Group member is no longer able to serve on the Working Group, it is his or her responsibility to ensure that a suitable replacement is identified in a timely fashion.

**Pottery Lab Working Group
Working Group Protocols
March 22, 2012-January 22, 2013**

Working Group Membership (3/22/12)

Seat / Interest	Representative
PRAB	Bob Yates
PRAB	Kelly Wyatt
Parks and Rec Staff	Alice Guthrie
Parks and Rec Staff	Teri Olander
Parks and Rec Staff	Nancy Utterback
Pottery Community	Ron Broome
Pottery Community	Ann Fontenot
Pottery Community	Christy Gunter
Pottery Community	Tim Downing
Pottery Community	Loretta Cihacek
Pottery Community	Julia Freiburger
Arts Community	Donna Gartenmann

5. Working Group Member Responsibilities

- a. Abide by the protocols and allow the facilitator to enforce them
- b. Engage in meaningful and productive dialogue
- c. Actively participate in discussions
- d. Speak up if in opposition to a proposal and provide an alternative approach or proposal
- e. Provide an explanation for all objections
- f. Avoid destructive language and personal attacks
- g. Speak only to own motivations and interests; refrain from characterizing others' motivations and interests
- h. Read materials prior to meetings; come prepared
- i. Be or become knowledgeable about the issue at hand
- j. Proactively work to keep constituents, colleagues, and managers informed about the work of the group
- k. Avoid surprises
- l. Disclose conflicts of interest
- m. Respect the time of the group; speak briefly and stay on topic
- n. Review draft documents in a timely fashion
- o. Protect the spirit of exploration and openness by refraining from attributing comments made in meetings to other Working Group members

6. Subcommittees

The Working Group may establish subcommittees as needed and with the consensus of the full Working Group. Each subcommittee will determine whether additional, non-Working-Group members are needed to bring additional information or perspectives to the discussion; such members are allowed. Subcommittees have no decision-making authority.

7. Decision Making

The Working Group will seek to achieve consensus in all decisions. Consensus is defined as "all members of the Working Group can live with" the proposal. Two-thirds (8) of the members must be present for a final decision to be made. Dissenting or minority opinions will be documented in meeting summaries;

**Pottery Lab Working Group
Working Group Protocols
March 22, 2012-January 22, 2013**

Working Group members are responsible for ensuring that the summaries reflect their views accurately. No freestanding dissensions or minority reports will be produced by Working Group members or the facilitation team. The two members of PRAB will abstain from all decisions.

8. Agency Roles

The City of Boulder commits to receiving and considering the recommendations of the Working Group in good faith but is not bound to implement the recommendations. The three members of City staff participating in the dialogue are equal members of the group. All City staff are committed to an open dialogue without retribution against any one of their number in response to comments made or opinions expressed in the Working Group.

9. Role of the Facilitator

- a. Facilitating meetings to be on point, productive, and on time
- b. Enforcing protocols
- c. Being issue-neutral
- d. Treating all participants fairly and equally
- e. Maintaining confidentiality of any discussions with members if requested
- f. Making best effort to incorporate all suggestions for change to draft documents or providing explanation of why suggestions were not incorporated
- g. Reviewing draft documents prepared by City staff for accuracy and appropriateness

10. Media Interaction

The Working Group process is intended to be open and transparent. Working Group members may speak to the press at their discretion, but they may only speak about their own perspectives and the overall process. Working Group members may not speak about the perspectives or ideas of other members of the group. Additionally, all final meeting summaries are public documents, and members may share these documents with the press at their discretion. Members will use their best judgment in all discussions with the press, working to ensure the ongoing collaborative spirit and integrity of the process. All Working Group protocols apply in any interaction with the press.

11. Documentation

City staff will prepare draft summaries of all meetings within one week of the meeting and, after they are reviewed by the facilitator, distribute them to the full membership of the Working Group for review. All documents are draft unless labeled “final.” Draft documents should not be construed as final. Only the information contained in final documents represents the opinion and action of the Working Group. Working Group members will have one week to respond to draft documents.

12. Public Meetings and Notification

All Working Group meetings are public. Anyone who would like to receive notification of meetings and final meeting summaries should contact the facilitator to be added to the email distribution list. The public and the Working Group will receive a meeting notification two weeks prior to the meeting and a reminder several days before the meeting.

13. Public Comment

All meetings will be open to the public and will be announced on the Pottery Lab website and via email to interested parties lists maintained by the Parks and Recreation Department and the Friends of the Pottery Lab. Public comment will not be allowed at meetings; interested members of the public can 1) share their questions or comments with a named member of the group; or 2) write their comment or question on a piece of paper and give it to the facilitator, who will decide whether and how to address it.

**Pottery Lab Working Group
Working Group Protocols
March 22, 2012-January 22, 2013**

14. Amending the Protocols

These protocols can be amended by the Working Group. The decision-making methods outlined in Item 7, above, apply to any effort to amend the protocols.