

Wards 1 & 8 NPA Steering Committee Meetings

AGENDA

September 19 and 24, 2019

4:00pm – 5:30pm

Facilitator: Jonathan Chapple-Sokol

1. Discussion, with the goal of creating process and procedures for the Steering Committee
2. Next steps

Wards 1 & 8 Steering Committee Meeting
September 19, 2019
4:00 - 5:30 p.m.

Facilitator: Jonathan Chapple-Sokol

Attended by: Jonathan, Caryn Long, Cindy Cook, Linda Rizvi, Carol Livingston

1. Jonathan outlined the goals of having a shared “cloud space” and explained how to access the Google Drive space.
2. Jonathan and Linda walked us through the proposed file and folder structure they had created to store our working documents as well as the spreadsheet we will use to plan our NPA meeting agendas.
3. The committee members agreed to using the structures - including a spreadsheet with our roles and tasks. We tweaked various aspects of the system to help us implement the spreadsheet for our agenda planning.
4. Linda took responsibility for making final changes to the spreadsheet so that it was ready for our agenda-setting meeting on 9/24.

Wards 1 & 8 Steering Committee Meeting
September 24, 2019
4:00 - 5:30 p.m.

Facilitator: Cindy Cook

Attended by: Jonathan Chapple-Sokol, Caryn Long, Cindy Cook, Linda Rizvi, Carol Livingston

1. We used the spreadsheet Linda had designed as our working document for discussing the agenda for our upcoming NPA meeting.
2. Each of us agreed to particular tasks that would rotate every few months. Facilitators of meetings were to be rotated more regularly, as well as the 2-person agenda-setting subcommittee.
3. We spent the balance of the meeting planning the agenda for the 10/9 NPA meeting, recording presenters who had contacted us on the CEDO website as well as presenters we wanted to return for updates. We gauged time and interest of our members as we chose presenters.
4. Cindy Cook was chosen for facilitator of the 10/9 NPA meeting; Jonathan & Carol volunteered to finalize the agenda, publish to Phet & FPF, and confirm presenters & times; Caryn & Linda volunteered to take care of food & drinks.
5. Our next meeting was set for Monday, 10/21, at Linda’s house from 4:00 to 5:30.