

Wards 1 & 8 NPA Steering Committee meeting - September 5, 2019

Meeting time 4:00-5:30pm

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

Facilitated by: Linda Rizvi Notes recorded by: Carol Livingston

Linda began the meeting by introducing a framework for approaching issues we have about our committee's processes of agenda setting and communication. The committee agreed to follow Linda's agenda and framework for this meeting.

To learn a little more about each other, we quickly shared our individual motivations and hopes for our work as members of the NPA Steering Committee.

Linda outlined key norms & values concerning our relationships, the results of our work, and the processes we use to accomplish this work. All 5 of us agreed with the outlined norms & values.

The remainder of the meeting was spent working through specific details about improving our communication and organizational systems, focusing primarily on preparing the monthly agendas for the NPA members' meeting. Jonathan, with Linda assisting, agreed to work on developing a system using Google docs to organize templates for our meetings and a spreadsheet for our presenters' requests. We agreed to set most of the agenda during the Steering Committee planning meetings and to assign 2 of our committee to take the lead setting the agenda, using information gathered by other members about presenter requests. We also agreed to have a goal of spending one hour of our Steering meetings developing the upcoming monthly NPA meeting agenda, and the remaining 30 minutes discussing how to approach broader issues (such as housing; landlord/tenant relationships; ongoing maintenance of sidewalks) and how to provide informational presentations for our membership. We realized we needed more time to complete our work to develop stronger organizational processes, so set an additional meeting in the next month.

Upcoming meetings:

Wards 1 & 8 NPA meeting - Wednesday, September 11 6:45 - 9:00

Steering Committee meeting to discuss process - Thursday, Sept. 19 4:00-5:30
At Jonathan's house

Steering Committee meeting to plan October NPA meeting - Tuesday, Sept. 24
4:00 - 5:30 at Caryn's house

Wards 1 & 8 NPA Steering Committee Meeting

AGENDA
September 5, 2019
4:00pm – 5:30pm

Facilitator: Linda Rizvi

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

- a. Guiding Principles
- b. Tasks & Issues
- c. Process and Procedures

2. Next steps