



COMMUNITY ADVISORY COMMITTEE- Summary Minutes

Home Builder's Association Office, 1065 River Road, Eugene, OR

March 15, 2018 6:00 P.M.

Present: Ann Vaughn, Jon Belcher, Ed McMahon, Louisa de Heer, Kate Perle, Michele O'Leary, Louie Vidmar, Carl Below

Regrets: Terah Cleveland, Luke Callahan, Cameron Ewing, Rick Duncan

Staff Present: Zach Galloway, Eric Brown, Audrey Stuart

Purpose: The CAC met to prepare for the next working group meeting on March 20th and give their approval for the final Working Agreement edits.

Outcomes: Accepted final Working Agreement, final agenda for March 20th working group meeting

Agenda items

1. Introduction, agenda review
 - a. Co-chairs will forward PMT meeting notes to entire CAC
 - b. Question: clearly go over goal of March 20th meeting
2. Working agreement final review
 - a. Motion by Ed to accept final version, seconded by Michele, all in favor
3. Finalizing the standing Monthly meeting date
 - a. Standing meeting date was established as the third Tuesday of the month.
 - b. Alternate meeting date was established as the first Tuesday of the month, will only be used when ramping up for big events.
 - c. Discussion of finding a more public venue. Suggestion: wastewater plant, River Road Annex, Santa Clara Grange.
4. March 20th CAC and Working Group preparations. The CAC went through the annotated agenda section-by-section, with decisions and discussion topics below:
 - a. Introductory section. Discussion included: being clear with the goal of the meeting, showing where in the process we are and why each stage is important, recognizing past work while also recognizing people new to process
 - b. Work Session. Discussion included: zeroing in on key themes, identifying overlap between topic areas, keeping discussion future-oriented, making sure the materials provided to participants are easy to digest, using the TAC members as a resource and having them scribe. Additional discussion included the Community Working Group and how its topics weave through the vision statements of other working groups.
 - i. Decision: CAC facilitators will pick an opening 'revealer' question that fits the atmosphere of the working group and gets people to speak on behalf of their neighbors.
 - ii. Decision: CAC facilitators will start by pulling from results of the last working group meeting.



- iii. Suggestions included: providing examples of vision statements, and marking which specific themes were discussed in other working groups.
 - iv. Decision: Each working group will have two flipcharts so they can capture both themes and specific 'seed bank' ideas. The specific ideas/action items can be sorted by theme or saved to discuss later.
 - c. Conclusion. Discussion of the 'How did we do tonight?' section included: allocating a specific amount of time and listening to concerns. Discussion of the next steps in the process included: committing to a date to send out draft vision statements, and having them reviewed by the CAC before being sent out to the larger Interested Parties list.
 - i. Suggestion: allot 10 days for working group members and CAC to edit vision statements before sending them out.
 - ii. Discussion of how to solicit feedback on the draft vision statements and the option of using a web-based survey. Suggestions included: Having different versions for the first round of edits by working group and CAC members and then the second round of edits by the larger Interested Parties list, designing a survey that asks people to what level they agree with the vision statements and if any key themes were missed.
 - iii. Discussion of empowering volunteers to start promoting the May community event.
5. Other matters?
 - a. Discussion about second large community event in late May.
 - b. Decisions included: having two dates to allow more people to participate and inviting both River Road and Santa Clara residents to both dates, and convening a group of CAC volunteers in early April to go over the May community event agenda.

Public Comment

- No public comment provided

Action Items

- The CAC will facilitate the Working Groups on March 20th.
 - The following CAC members were tentatively assigned to facilitate these Working Groups. It was decided that CAC members will recruit a SCRRIPT member for each Working Group.
 - Land Use: Jon
 - Trans: Michele
 - Parks and Natural Resources: Louie and Kate
 - Community: Louisa
 - Econ Dev: Rebecca