City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Meeting Agenda

Meeting title: Citizens' Taskforce – Kick off meeting

Central question: "What will success look like for this task force?"

Facilitator: Doug Osborne **Secretary: Melissa Henshaw, Deputy Clerk**

Date:	**Objectives:**	**Who needs to attend:**
Monday, Sept. 14 6pm to 8pm	**<u>Rational: (product)</u>** *~Create a list of 3 or more measures of success* *~Select a chair, vice chair* *~Establish meeting schedule*	**Taskforce members** **City Staff** **Mayor and Assembly Liaison** **Where:** Sealing Cove Business Center, 601 Alice Loop Road
	<u>Experiential</u>: (experience) For all the participants to have a clearer vision of what success will look like and to feel optimistic about the task force as a whole.	**Resources/planning needed:** **Calendars** **Roberts Rules Sheet**

Agenda Item & Purpose	Proposed Process	Timing
Welcome	Official Welcome and purpose by CBS Mayor.	5 mins.
Overview of the meeting agenda and roles	Quick review of the agenda, meeting guidelines, the use of Roberts Rules and the roles of facilitator and city staff (Note: city staff will play a support role and be available to provide information and input if asked.)	5 mins.
Introductions	Everyone will introduce themselves and answer the kick off question, "What is your background and what inspired you to be part of this new task force?" (2 mins. per person)	15 mins.

Question #2, purpose to set the stag	"Do you have any hopes or concerns related to the work of this group?"	15 mins.
Introduce first activity – criteria to consider.	Our focus is on the city and a criteria to consider could include things like, a final product that is: • Focused on the problem at hand (city services and funding with declining State and Fed. Revenues.) • Realistic and in line with current capacity and resources of the task force and city staff • Supported by community members • Politically achievable • Helpful to the assembly and the town. • Vetted: received lots of input and comments from the public	5 mins
Start to clarify what success would look like?	"Imagine that this task force is extraordinarily successful. What are the specific elements of success?" List generation: brainstorm, record, discuss.	15 mins.
Evaluate based on criteria	Put the big list of ideas and measure them against the criteria: • Focused on the problem at hand (city services and funding with declining State and Fed. Revenues.) • Realistic and in line with current capacity and resources of the task force and city staff • Supported by community members • Politically achievable • Helpful to the assembly and the town. • Vetted: a final product that received lots of input and comments from the public	5 mins
Select top 3-5 elements that meet the criteria	Round Robin "What are the two most important items on this list?" Record, do some prioritization and confirm a top 5.	10 mins.
Short Break	Break	10 mins
Describe information gathering phase	City Staff will review the information in order to determine CTF information needs for future meetings. 1.) Discuss general meeting intervals (every week, 2 weeks, month) 2.) Review quorum requirements	5 mins.

Select next meeting date and time	3.) Review ways to participate over the phone 4.) Select next meeting date and time option A. September 28; option B. September 29; option C. September 30; option D. other 5.) Discuss when to have public comment during CTF meetings.	10 mins.
Select a chair and vice chair	Discuss roles of the chair and vice chair. Review overall timeline. Call for nominations, select a chair and vice chair.	5 mins. 5 mins.
Summary, Close	Summarize meeting and review draft agenda for the next meeting. Round Robin – closing comments 30 seconds per person. Public comment	10 mins. 10 mins.

<u>Meeting guidelines</u>

- One person talk at a time
- Silent cell phones
- Share time
- Start on time end on time
- Be respectful to ideas
- Use Roberts rules for decision making