



Community Involvement Committee

Executive Subcommittee

Meeting Summary

February 5, 2010

Subcommittee Members Present: Liz Gatti (via phone), Stanley Penkin, Rahul Rastogi, Howard Shapiro

Absent: Brian Heron, Ryan Schera

Staff (BPS): Marty Stockton, Brett Bauer

Welcome

Howard began by noting that we need to work with the other groups and partners associated with the Portland Plan. We need to work with Portland Public Schools. We need to review the responsibilities of the CIC about our role in the Portland Plan and how we are to interact with other committees. Marty noted that the Portland Plan Advisory Group (PPAG) is still coming together and that Howard and Linda are the joint members / liaisons. Howard said he would like to see an organizational chart that diagrams the various committees' responsibilities. Marty replied that a similar diagram exists that shows the Portland Plan process.

Vacancy left by Amy Cortese

Howard suggested that Chris Smith could be a replacement for Amy Cortese, as a new CIC member is needed that is also on the Planning Commission. Howard asked if the new CIC member would need to be appointed by the Planning Commission. Perhaps this should be discussed with Don. Stan suggested that we amend the Bylaws to specifically state that CIC has 3 members from the Planning Commission. **Stan volunteered to draft the amended language.**

Howard said that someone should check on any state mandates for CIC's purpose and volunteered to check in with Don on this as well.

Review of Attendance

Marty stated that there are a few CIC members that she hasn't yet met at all. Specifically, Angie Thompson and Judith Gonzales have not been to a meeting since Marty started coordinating them in September. Howard said that Marty or Brett should contact these members and request they meet with the Executive Subcommittee, or they need to submit a formal letter saying they are no longer interested in participating on the CIC. They would then need to be replaced.

Stan asked if we can look at a previous list of applicants for replacement members. Though, he acknowledged that we might also want to reach out to the broader community for interest since it has been a couple of years from the time the original request for interest went out. There is likely much more awareness of the Portland Plan and the CIC now. A new request should be posted on our website, Facebook page and Twitter.



Rahul recommended that we first send out an email to absent members with a deadline by which to respond, and then follow up with a phone call. Howard suggested we have absent members meet with the Executive Subcommittee after the next CIC meeting.

Marty will draft up an email to absent members and have Stan review it for tone. Then she'll send it out with a CC to the Executive Subcommittee members.

Marty added that otherwise, attendance has been good. Paula has missed the last two meetings, but she has a schedule conflict of which we are aware and she has been in communication.

CIC Meeting Schedule for 2010

Does the CIC want to start meeting every other month. There seems to be some meeting fatigue lately. At the next CIC meeting we need to:

- Amend the Bylaws
- Appoint Chris Smith as a CIC member
- Announce dates of Round 2 workshops
- Review draft of Curbsider content

It was determined that the CIC would not meet in February, but would **meet in March, April, June and August**, with a tentative plan to report to the Planning Commission in late May.

Howard noted that a formal report to the Planning Commission on the CIC's activities would be needed. **He will talk to Joan about an appropriate time to report and interact with the Planning Commission.**

Social Subcommittee Formation

Stan wanted to have some sort of social gathering for the CIC, perhaps in the months we don't have meetings scheduled. Rahul thought some sort of icebreaker activities could be useful in helping the group get to know each other on a more personal level. Stan was thinking of something more informal and at a different location, such as a wine and cheese event or a picnic. Something to which everyone could bring their spouses. Marty said that **Stan, Liz and Paula have all expressed interest in a social subcommittee**. This issue will be re-visited later.