



Visioning Task Force Meeting Minutes

Location: Garden Home Recreation Center, Room 10

Date: June 6, 2019

Time: 6:00 to 8:00 pm

Attendees

VTF Members in Attendance: Ronald Ferguson, Ann Albrich, Richard Goldner, Reid Quiggins, Victor Sin, Nadia Hasan, Olivia Brown, Kanthi Karumbunathan, Holly Van Houten, Rachel Gowland, Shreya Jain; and Ewnetu Tsegaw

VTF Members Absent: America Rodriguez

THPRD Staff: Jaspreet Chahal, Holly Thompson; **JLA Staff:** Allison Brown

	Agenda Item + Notes
6:04 pm	<p>Welcome</p> <ul style="list-style-type: none"> • Meeting started at 6:04 pm • VTF members voted and approved meeting minutes from May 16th • VTF members voted and approved meeting minutes from May 30th with edits on attendance. • Ice Breaker Round Robin: <ul style="list-style-type: none"> ○ VTF members shared what fellow task force members should know about them when tabling. VTF members shared their preferences, styles, and approaches to public outreach. ○ People shared their conversational styles, some members really enjoy engaging with youth, and several members shared they had vehicles that could carry the materials if others needed help.
6:25 pm	<p>Event Reflection / Feedback</p> <ul style="list-style-type: none"> • Holly Van Houten & Olivia Brown shared about how the first outreach events went on June 1. • Holly attended the Cedar Hills PRIDE Social. She suggested having a better identifying marker at in-door locations (similar to the banner sign for the canopy something for the indoor table) • Need more SWAG to give away. Holly also adapted when people weren't coming to the table – she took the flip chart around and walked up to people to talk to people. • Larger markers might draw more attention. • Make sure to include staff & volunteers that were at the event and get their visioning ideas. • VTF members clarified points on how to count interactions, only count people we talk with. VTF members do not need to count the comments – JLA will do that. • It was suggested VTF members should have name tags. Staff committed to ordering. • It was suggested it would be helpful to have a district map and it was agreed to use the nature/trails folded map. • VTF members suggested having the Activity Guide in the go kit as well for reference for people.



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	<ul style="list-style-type: none"> Olivia shared that Vose 5k Community Run was a great event and she was very happy to be able to speak Spanish and help serve so many Spanish speaking patrons. VTF members asked if they could take advantage of impromptu times to get input (such as if they are attending an event not on our calendar). Staff answered yes, please capture the location, date, information collected and number count and input on the Google sheet like a regular event. Also email Jaspreet to make sure she knows.
6:48 pm	<p>Discussion: Reflections on Tabling Training</p> <ul style="list-style-type: none"> Victor shared tips for setting up the canopies. He suggested using a large marker/sharpie or screwdriver to help push in the release in the canopy legs. VTF members also highlighted that there will be multiple avenues to give input such as the on-line survey, comment boxes, etc. VTF members suggested adding a barometer to the agenda so we watch our counter on how many people we are reaching. There was a suggestion to note which events were inside or outside. VTF members also expressed appreciation for staff being a part of their first outreach events. Allison updated the group about changes JLA is making to the Google Form to make it easier for VTF members to enter the feedback. VTF members suggested a friendly competition among VTF members to see who can gather the most comments. They committed to brainstorming ideas for the competition. Shreya suggested adding an example to the top of the Google Form document.
7:05 pm	<p>Group Brainstorm: Additional Outreach</p> <ul style="list-style-type: none"> Staff asked VTF members for ideas of where to place drop boxes. 14 – THPRD facilities (staff will manage), libraries, cultural organizations, sporting apparel locations, coffee shops, government buildings, popular restaurants, and more. Staff will create a document capturing VTF ideas, confirm approvals to post boxes and send a document out to VTF members to sign up to help distribute and manage boxes. The goal is for every VTF member to “adopt” 2 or 3 boxes.
7:35 pm	<p>Next Step Items</p> <ul style="list-style-type: none"> Staff will be following up with VTF members that were unable to make the May 30th training and set up 1:1 training. The July 4th meeting is cancelled. The next Task Force meeting is August 1st. VTF members asked for a calendar invite for VTF monthly meetings. Add a footer with the date at the bottom of the calendar. Jaspreet reviewed a one-sheet with details for outreach and engagement.
	Public Comment – None. No visitors in attendance.
7:48 pm	Meeting Adjourned

Minutes Approved by the VTF on 8/1/19.