

RABBIT CREEK COMMUNITY COUCIL
Minutes of Board Organizational Meeting, 13 November 2016 (DRAFT)
At the home of Bert Lewis and River Gates, 17520 Snow Crest, Anchorage 99516
Updated 22 November (election of Vice-chair)

In attendance: Adam Lees (Chair), Nancy Pease, Keith Guyer (Treasurer), Pat Abney, Bert Lewis, Vivian Mendenhall (acting Secretary).

The Chair opened the meeting at 5:30 pm.

Chair's Report (Lees): How things have worked over the past year

➤ **Improvements:**

- A Consent Agenda has been added to the agenda for monthly meetings, which saves time.
- The Board has been more active.

➤ **Things that need more work over the next year** (Lees and others)

- Management of emails
 - There's been too much work for only a few people
 - The Vice-chair could have taken over more duties when standing in for the Chair
- Tracking of letters: we need regular procedures for getting comments on drafts, finalizing letters, sending them, and tracking response (if any) from the addressee
 - Revising a letter: if the reviser receives conflicting comments, how should he/she reconcile them?
 - Members who write letters sometimes haven't known the right person or department that should receive it
 - Sometimes letters have been finalized and sent out before the Board's comments were incorporated
 - The Board should have a chance to approve the final version of a letter before it's sent, but this hasn't been happening
- Other recent problems with RCCC's correspondence
 - USPS mail goes to the FCC (because RCCC has dropped PO box to save money). But staff at FCC are part-time (and their schedules are unpredictable), so we often can't get our mail within a reasonable time.
 - Letters to the Assembly have not been delivered by the Municipal Clerk recently, because he/she thinks they aren't official ("not a resolution"). This violates the Municipal Charter. It was suggested that the CC write to the Assembly Chair.
 - The Mayor's office was responding to our letters fairly promptly early in the year, but since then replies have slowed or stopped

- Meeting agendas can give short shrift to important issues (Guyer)
 - Major issues are scheduled towards the end of agenda (around 8:30); this often means that people aren't really engaged— attention has lagged or discussion is rushed
 - Further discussion by email isn't ideal—people have other things on their minds
 - Guyer suggested that major issues be scheduled earlier (before officers' and officials' reports?), so people can give them full attention
 - Lees pointed out that visiting officials need to know when they'll speak. Suggestion: they could be scheduled later (e.g. 8:00?) and this could be made clear in our invitation.

Other problems with communications from the Muni

- The Mayor's Chief of Staff (Suzanne Fleek-Green) is supposed to visit each community council at least quarterly, but her appearance at this month's general meeting was the first since spring
- (Abney, reporting from HALO): Notifications regarding things like land-use regulations have been inadequate; HALO approved a letter to the Muni about this problem at their last meeting

Plans for the coming year

- Lees requested that Pease present a workshop for the Board to give us a basic orientation on municipal planning procedures.
- RCCC needs to draw in more members of the community.
 - We could announce meetings on NextDoor, an online community bulletin board. (It is organized according to community council areas.)
 - If important issues were scheduled earlier in the agenda, people might find the meetings more interesting.

Committees— Chair Lees established several Board committees to regularize our procedures.

- **Communication**— Sterling, chair
 - Membership (Mendenhall)
 - Website (Willis)
 - NextDoor
- **Correspondence**
 - Tracking the stages of letter processing and responses from addressee
 - Copy editing— Put the final version into correct grammar (Mendenhall?)
- **Land Use and Transportation**
 - Planning comments and procedures (Pease)
 - Environmental and conservation concerns (Mendenhall)
- **Outreach**— Try to bring more people in
- **Finance**

Election of officers for 2017

- **Treasurer:** It was moved (Lees) and seconded (Mendenhall) to re-elect Keith Guyer as Treasurer. Approved unanimously.
- **Secretary:** It was moved (Lees) and seconded (Pease) to re-elect David Sterling as Treasurer. Approved unanimously.
- **Vice-chair:**
 - Discussion: The Vice-chair should keep current with issues, so he/she can step in as acting Chair when needed. If Adam is re-elected as Chair, he will also assign regular duties to Vice-chair, for example monitoring the committees.
 - Parliamentary question: Should we have Co-chairs instead of Chair and Vice-chair? Our Bylaws allow us to choose either combination.
 - It was moved (Lewis) and seconded (Pease) to elect Ky Holland as Vice-chair, subject to his agreement. Approved unanimously.
 - Holland graciously agreed to fill the office of Vice-chair, over the phone with Lees on 22 November.
- **Chair:** It was moved (Pease) and seconded (Abney) to re-elect Adam Lees as Chair. Approved unanimously.
- **FCC delegate and alternate:** Willis and Holmes will continue to serve through 2016; we can designate other representatives later, if they wish (since they aren't on the Board)

Meeting adjourned at 6:31 pm.