

**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.**