DRAFT Organizational Board Meeting Minutes

Annotated Agenda/Action Items - 11/29/18 Organizational Meeting - 2019 RCCC**

1) Introductions/ice breaker to get to know each other a bit better
2) Organization
- brief review of bylaws (1-page summary attached, full version on RCCC website
- http://communitycouncils.org/servlet/content/27.html)
Noted some inconsistencies and questions, e.g., whether a quorum is a percent or number of members attending a general or membership meeting, how many Board members need to be present. Current membership is 175.

**** # or % for quorum needs more discussion; important to capture majority opinion, while also noting minority concerns, not just report as yays/nays.**

There are more options for getting info out and getting folks opinions - e.g., draft a Google doc and let people respond. Discussed option for Quarterly general meeting with engaging program where more people will attend, with other meetings more business oriented, more detailed on individual issues.

Discussed need for clearer process around review of platting/permitting issues - 1) outline the process; 2) outline possible positions; Hillside District Plan is framework for response, with RCCC more sensitive on issues like trail connectivity, water drainage. Can be tough to get applicants to come to CC meeting; newer members don't understand process of CC.
**** We could develop 1-page overview to RCCC for new members, in addition to continue including names, phone numbers for RCCC, LRSA, other MOA contacts.**

Discussed option to develop Standing Rules, which can be changed by Board, don't have to go through City as do Bylaws; that's where Committees can be defined.
**** Agreed on need for Bylaws Committee update in 2019**

Discussed concerns about Board members who have missed a lot of meetings - Frank will ask Greg Wika if his schedule will let him be more involved; agreed to designate Judy Michael as alternate (she had next highest votes). If Greg steps down, Judy could step up on assumption that alternate moves into full position if a Board member resigns.

- review of board member officer roles/election of officers for 2019:
**** Results: Ky (as lead) and Ann to co-chair: David to continue as Sec; Paul continues as Treasurer/Membership officer, with Keith Guyer as his assistant**

- review of committees, responsibilities, and identify lead/members for each
Correspondence committee - Matt interested in continuing his involvement;
Suggestion to combine Correspondence and Communications/Data Archiving comms.
Membership/Outreach - includes Social Media. Ky interested in Communic/Outreach.
Peter interested in Land Use Committee; Frank, Ann, Jess also interested.

**** Agreed to delete Finance Committee, talk with Paul about instead standing up a Fundraising Committee for specific functions.**

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** Interest in launching pilot Facebook Group page for RCCC to notice meetings, as events, with RCCC email as address. Can then post docs, plats, issues and obtain broader input/discussions. All within RCCC can join (Janie started work on this). Need a committee to ensure quality/quantity consistency, group moderator would confirm people's names/address from current membership list.

FCC has discussed coordinating with Next Door - the boundaries don't match our area.

** New co-chairs need to update signatures at bank on RCCC account for 2019.

Committee meetings are open, but committees shouldn't be too big to function.

Discussed advantage of previous process where Committee does work/analysis, raises key points for approval at meeting, correspondence committee finalizes comment. With current process, too much time is spent on one issue; exact letter needed for approval.

Suggestions: use large projector to project letters/key points; use Facebook page to publish draft or main points a few days prior to the meeting. Different views were expressed on the Board and meeting process for approving correspondence, whether issues can be approved in concept and finalized by correspondence committee.
**Agreed we need to come back to this process of how our correspondence is prepared and approved - whether Board needs a second look. How do we tighten content? If we have a motion and require a letter - we may need to also then decide whether that particular letter/issue needs to be looked at again. Agreed to look at Matt's process. Concern is when someone puts a lot of time putting an issue forward in a letter, the group will tend to agree but won't really have time to review it.

- review Roberts' Rules of Order http://robertsrules.com/ *and how we'll operate, alternatively, see simplified, "Bob's Rules of Order"]*

** See updated summary sheet with contact info and helpful references to MOA, etc. Goal is to be open and transparent. RCCC area is home to about 2200 households.

** Signs about RCCC meetings say meeting, need to be updated with where! Signs are put out at DeArmoun and 140th, one on Goldenview, one at bottom of Potter, one at Old Seward/Rabbit Cr offramp. When setup, add Facebook logo for more info. David has one, will get second from Dianne; Paul has the other two?

3) Future options:
- Develop an annual calendar for the Board and RCCC (e.g., when we have elections, important Muni activities, general meetings, etc.)
Planning meeting in Jan, items for larger general meetings, fire issue, elections in Nov; CIP comes out once/yr (when?); big community meeting would have to be Apr/May with a big issue disc; possibly delete July meeting. Accomplish through Standing Rules. Optimum – Jan, Mar/Apr, Sept would be general meetings; plus Nov election meeting.

- Option for mailing to all residents within RCCC area

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** Action item for Dec - approve a postcard mailing to all RCCC residents first of Jan with info on Jan and monthly meetings, contact info. Frank says FCC will cover CC mailing once/2 yrs.

** Dec meeting - ask for volunteer to help do graphics/design for the annual postcard. Frank will call Mark Butler at FCC about our desire for a Jan postcard. Also add this to "Standing Rules." Can also post it on our website and future Facebook page.

- Identify potential goals/projects/outputs for the Board and RCCC
** Do this at planning meeting in Jan, to include Strategic Planning
- Enhance committee activities, involve more members
** At Dec meeting – recommend combining Membership/Outreach and Communications Committees; invite folks to sign up for all comms in Jan., reach out to new folks who ran for CC board.

**Jess will check with Goldenview Middle School about internet access for mtgs - Wifi password is changed weekly, need it to log in to their white board.

For all: Sign up to receive the Planning Department's e-alerts for timely notices of land use cases for Rabbit Creek Community Council at:
http://www.muni.org/Departments/OCPD/Planning/Pages/PortalandE-AlertInformation.aspx
** Others have also had issues! Call Mark Butler about it, plus the Muni. What's the domain they will come from?