

# Meeting Minutes



## Community Visioning Advisory Committee Meeting #1

December 19, 2018 6:00 PM

Newberg City Hall, 414 E. 1<sup>st</sup> St.

### Attendees:

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CVAC Members – Tiona Cage, Lacey Carroll, Sarah Hadley, Miriam Hall, Cyrus Ireland, Kate Gregory-Jennings, Julie Marshall, Julia Martinez-Plancarte, Suzanne Meenahan, Joe Morelock, Brandon Porter, Denise Bacon, Patrick Johnson  
Mayor Bob Andrews, Ex officio  
City Staff – Doug Rux, Rosa Olivares, Bayo Ware

### 1. Welcome and Introductions

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Bayo Ware opened the meeting. Members were asked to introduce themselves, say how they were involved in the community and tell what they were doing for the holidays. The group also created meeting norms, as seen below:

- Silent phones
- Bathe (if possible)
- Stay on topic, on task and attentive
- Be prompt
- Be polite and respectful (“I think/feel...”)
- Have fun
- Be a community

### 2. Project Overview

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Bayo Ware gave an overview of the project, presenting the following information

- Background information – why the project is important
- Project goal – create a single vision that represents the desires and values of the entire community and create an action plan to meet those goals within 20 years
- How the project relates to other projects – connects them all together
- Timeline – 6 community events that take place from January to July
- Organization structure
  - City Council – votes to approve the vision; high level direction
  - Planning Team – city staff that serve as point of contact for Council; project management; guide document creation
  - Advisory Committee – project management; help plan the events; document drafting
  - Community Corps – create drafts of documents; plan the events
  - Community Visioning Coordinator – facilitates overall project

Bayo Ware presented a draft of the Community Profile, which is designed to provide an overview of the community. Members said that it had a lot of information that they, and probably many other residents, did not know. The document is large with a lot of specific information. The group agreed that another format would make it easier for more people to understand. Patrick Johnson recommended making an infographic and having the current form still available for those who would like to read it. Tiona Cage suggested reorganizing the topics in the profile. CVAC members were asked to send any feedback on the Community Profile to Bayo Ware.

Bayo Ware showed the timeline for the project. He said that there were no exact dates because it was meant to be general and edited over time.

Bayo Ware showed a draft of the Communication Plan, which is designed to create a timeline for how the city tells the community when and where events will be, give updates and get feedback. Cyrus Ireland suggested using social media apps like snapchat to reach youth. Bayo Ware and Rosa Olivares will continue to improve the plan. Other social media platforms were discussed, such as Instagram and Twitter.

### **3. Citizens Advisory Committee**

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The Committee talked about expectations. The committee will meet 14 times and attend 6 community events. Bayo Ware said that it is understandable if something comes up and someone has to miss a meeting but that everyone should be at all of the events and meetings if they can. The group decided to meet on Wednesdays at 6 p.m. They decided to meet at different places in the community so everyone will be able to be a part of the project. The next meeting will be at the City Hall on Wednesday, January 9<sup>th</sup> at 6 p.m., but the next meeting will be somewhere else.

### **4. Public Comment**

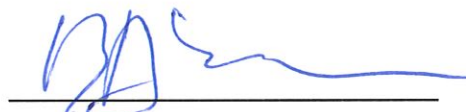
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There were no public comments

The meeting ended at 7:25 p.m.

Approved by the Community Visioning Advisory Committee this 9<sup>th</sup> day of January, 2019

  
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Chair

  
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Bayo Ware, Community Visioning Coordinator