



MINUTES
Community Visioning Advisory Committee
02/20/2019 | CHEHALEM PARK AND RECREATION DISTRICT
125 S Elliott Rd, NEWBERG, OR 97132

Committee Members: ☒ Denise Bacon ☐ Stephanie Findley ☒ Sarah Hadley ☐ Miriam Hall ☒ Cyrus Ireland ☐ Kate Gregory-Jennings, <u>Chair</u> ☒ Julie Marshall ☐ Julia Martinez-Plancarte ☒ Suzanne Meenahan ☐ Joe Morelock ☒ Brandon Porter, <u>Vice-Chair</u> ☐ Lynn Montoya Quinn ☒ Doug Rux, <u>Staff</u> ☒ Bayo Ware, <u>Staff</u> Facilitator: Bayo Ware, Community Visioning Coordinator	Community Attendees: <u>Kate Jameson</u> _____ _____ _____ _____ _____
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Agenda Items

- ☒ **6:00 – 6:10 pm:** Call to Order
- ☒ **6:10 – 6:15 pm:** Approval of Minutes
- ☒ **6:15 – 7:00 pm:** Community Corps Workshop Planning
- ☒ **7:00 – 7:30 pm:** Survey Outreach
- ☒ **7:30 – 7:45 pm:** Public Comment
- ☒ **7:45 pm:** Adjournment

Calendar

☒ Jan. 23 – School District Conf. Room ☒ Feb. 6 – City Hall Main Floor Conf. Room ☒ Feb. 20 – CPRD Admin Office ☐ Mar. 6 – Newberg Center ☐ Mar. 20 – ☐ April 3 – ☐ April 17 –	☐ May 1 – Newberg Center ☐ May 15 – ☐ May 29 – ☐ June 12 – ☐ June 26 – ☐ July 10 – ☐ July 24 -
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Minutes

Call to Order

- Committee Vice-Chair Porter convened the meeting at 6:07 pm and called attendance.

Approval of Minutes

- The Committee approved the minutes from last meeting.

Updates

- As of 02/19/19: 224 surveys
- The Committee approved having a joint meeting with the Community Corps during the 3rd workshop (July 10th)

Person	Responsibility	Update
Findley	• The Greens Neighborhood	•
Gregory-Jennings	• Providence Hospital • Nut Tree Mobile Homes • Mountainview Mobile Homes	• Not allowed • Done • Done
Hall	• Veritas School	•
Ireland	• Newberg High School • Instagram, Facebook	• Trouble contacting staff (Mark Brown) • Done
Marshall	• Adec • Azalea Gardens Mobile Manor • Cherry Hill Apartments	• Done • Done • Done
Martinez-Plancarte	• Unidos • Instagram, Facebook	• Will do by 2/22/19 • Done
Meenahan	• Migrant parents meeting • Newberg Public Schools E-blast • Library Foundation Board	• Done • Done • Done
Porter	• Commercial	• Filming on 2/23/19
Quinn	• Newberg Center • Noon Rotary	• Done • Done
Bacon	• Noon Rotary	• Done
City Staff	• Key Club	• Done
Ware	• Service Integration Team • City Hall • Send event calendar, calendar invitations to CVAC • Have people take pictures of things they like in Newberg, world • Add events to trifold • Send out Vision examples	• Done • Done • Done • Will talk to Olivares • Done • Done

Survey Outreach

- Committee discussed places and strategies to do outreach (Responsibilities below for details)
- Committee discussed the possibility of having Porter shoot a commercial for volunteers. He said he can do the survey commercial but the volunteer commercial would take more time so he may not have the time to do it.

Community Corps Workshop Planning

- Ware reviewed meeting with Planning Team in which City Staff planned the workshop
- It will take place on March 5 at Friendsview Retirement Community (1301 Fulton St)
- Objective – write draft of all vision sections (vision, goals, strategies) for each topic area by the end of the workshop
- Agenda
 - **10 min. – introduction**
 - Introduce self and 6 facilitators
 - Workshop Objective
 - WORKSHOP, not complain session or what YOU want
 - Create what community made clear in survey
 - Workshop document review
 - Definitions
 - Vision – picture
 - Goal – Specific, Measurable, Achievable, Relevant, Time-Bound (we won't worry about this now but we can prioritize them)
 - Strategies – processes, tasks to meet goals
 - Review group norms
 - **10 min. – Breakout**
 - Facilitators reintroduce self
 - Show survey results
 - Explain what group will be talking about
 - 1 minute to get in groups
 - Separate into groups, individual introductions
 - **1.5 hours – Document Creation**
 - **10 min. – Closing**
 - If you would like to help edit drafts, meet me after
 - Review timeline with entire group
- Logistics and Ideas
 - Start with brainstorm, get into details for each section
 - What do you think the vision is based on these comments
 - There should be a limit to goals (vote at end of section to determine how many)
 - Send out **all** information ahead of time so people know what's going on
 - Make clear, this is a WORKSHOP
 - At each transition to next section, give a quick review
 - I set group norms
 - 3 before me – wait until 3 people speak before you speak again
 - One person at a time
 - "Parking lot" for comments
 - Facilitation
 - Facilitators start at their posts
 - Need a volunteer designated note-taker
 - If there are 15-20+ for a topic

- Give people option to move groups
 - Separate into multiple groups
 - Rux and CVAC members will help facilitate
- Materials
 - Agenda with time allotments for each vision section
 - Print vision sections on separate sheets (helps keep people on task)
 - Microphone
 - Projector
 - Computer with timer
 - Survey response print-outs
 - Process tree: vision – goals – strategies
 - Snacks – oreos, granola, hot pockets

Public Comment

There were no public comments.

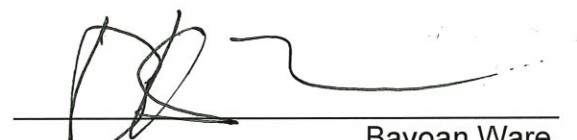
Adjournment

The meeting ended at 7:35 pm.

Responsibilities

Person	Responsibility	Update
Bacon	•	•
Findley	• The Greens Neighborhood	•
Gregory-Jennings	•	•
Hadley	• Facebook posts to community pages at regular intervals	•
Hall	• Veritas School	•
Ireland	• Newberg High School	• Keep contacting Mark Brown
Marshall	• Pass out flyers at Community Awards Banquet	•
Martinez-Plancarte	• Unidos	• Will do by 2/22/19
Meenahan	•	•
Quinn	•	•
Morelock	•	•
Porter	• Commercial • Brews and Business (2/21) • Young Pros (2/25)	• Filming on 2/23/19
City Staff	• Send survey to city staff	•
Ware	• Have people take pictures of things they like in Newberg, world • Resend Vision examples • Help Ireland contact Mark Brown • Ask NPS to send out survey e-Blast weekly • Brews and Business (2/21) • Young Pros (2/25) • Create Agenda, Visioning Document template, process tree (Marshall, Hadley) (2/26) • Recruit CVCC facilitation helpers (2/26)	• Will talk to Olivares •
All	• workshop facilitator assistants (3/5)	
All	• Choose top 3 Vision format examples, provide reasons for choosing your favorite (3/6)	


 Brandon Porter,
 Community Visioning Vice-Chair


 Bayoan Ware,
 Community Visioning Coordinator