

# Citywide Public Involvement Standards Taskforce

**Wednesday, April 2, 2003**

5 PM – 7:00 PM

City Hall, 1221 SW 4<sup>th</sup> Ave., Lovejoy Room

**GOAL:** Gain group approval of process for organizing taskforce, review research tasks, discuss issues you want to prioritize, delegate responsibilities for assisting with constituency meetings and other outreach.

## PROPOSED AGENDA

- ❑ **5:00 PM**            **Welcome**, Introductions, Review Agenda
  
- ❑ **5:15 PM**            **Taskforce structure and process**
  - ❑ Review purpose of task force
  - ❑ Review proposed workplan. Discussion, changes?
  - ❑ Do we want to elect co-chairs? Selection of co-chairs.
  
- Other topics:**
  - ❑ Working with ONI guidelines review group - GREAT
  - ❑ Other ideas such as setting up a list-serve
  - ❑ How to utilize Council adopted PI Principles
  
- ❑ **5:45 PM**            **Baseline Research, Comments to date**
  - ❑ What has been accomplished to date, future research?
  - ❑ Handouts of Feb. 25 notes and questionnaire feedback
  
- ❑ **5:55 PM**            **Discussion: Brainstorm issues you want to address**
  - ❑ Topics you want task force to work on
  - ❑ Organizing topics into categories, sub-committees
  
- ❑ **6:35 PM**            **Constituency meetings/focus groups to prioritize issues**
  - ❑ Review what is being proposed and why
  - ❑ Discussion, changes?
  - ❑ Who can help with recruiting, facilitating?
  
- ❑ **6:55 PM**            **Wrap-up**, Next Steps

### Proposed future meetings:

4<sup>th</sup> Wednesdays each month

- ❑ Wednesday, April 23 ??
- ❑ Wednesday, May 21
- ❑ Wednesday, June 25
- ❑ 5 PM – 7 PM, City Hall, Lovejoy Room