

Citywide Public Involvement Standards Taskforce

Wednesday, April 2, 2003

5 PM – 7:00 PM

City Hall, 1221 SW 4th 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:

4th Wednesdays each month

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