

**Clean & Beautiful Committee  
September 17, 2011, Retreat  
Minutes**

**Committee Members Present:**

Jeff Deelstra  
Pat Deelstra  
Brenda Clark-arrived as noted  
Karin Alexander  
Mathew Lovato  
Lisa Rene Jones  
Carolyn Workman

**Excused Members:**

Brian Blank

**Absent Committee Members:**

Kate Duff

**Guests:**

Darrick Porter-arrived as noted  
Jody Rushton-Porter-arrived as noted  
Misty Smith

**Staff Members Present:**

Cathie Alberico  
Craig Thomas

Rough Draft

Karin Alexander asked to be excused from the October 5, 2011, meeting.

Brian Blank had emailed Craig, saying he was unable to attend the retreat.

Jeff Deelstra brought the C&B Retreat (which also took the place of the regular September meeting) to order at 9:20 AM, at the UCCC. We welcomed our guest Misty Smith, a potential new member to C&B.

**Member Appointments**

Reviewed member Term Dates, please notify staff if anything is incorrect. We do have four vacancies. Staff will start the paper work for Misty Smith, Darrick Porter and Jody Rushton-Porter, for appointment to C&B. We will invite the Palacios, to the October meeting. Appointments can be made at any time to fill vacancies and resignations. Most regular term dates run from July, through June for a period of four years. Membership is considered once the City Council has approved new members to the Committee. Carolyn Workman thanked the Committee for her continued appointment on the Committee. We are still looking to fill one vacancy with any interested WVC resident.

**Mission Statement and Bylaw Review**

All members present had copies of the Bylaws and the Mission Statement. The Mission Statement was taken from the Bylaws. It is stated as: The purpose of the Clean and Beautiful Committee shall be to promote public interest in the general improvement of the appearance of West Valley City; to initiate, plan, direct and coordinate programs for the promotion of community pride and general beautification and improvement of the physical quality of life in West Valley City. This would be the appropriate time to make any changes to the Bylaws or the Mission Statement if any members feel it is necessary, after reviewing them.

Karin Alexander moved that the Committee approve the Mission Statement, Article 1 B., as stated in the Bylaws. Carolyn Workman seconded the motion. The motion passed all in favor.

Craig reviewed the Bylaw document.

**Article Four, Operations** - Craig emphasized that any time the Committee would do a larger scale project that would have a fiscal impact on the City; we must have the City Manager's approval. An example of that would be the 3100 South project and the maintenance required by the Parks Department. We would need to have our plans approved by the City Manager. We would also have to have City approval to solicit and accept large donations, for an extensive project such as entrance signs for 3300 South and Redwood Road.

**Article Five D.** Jeff added that most ideas for the agenda come at the end of the meeting, when we go around the room and ask for suggestions. So we need to be patient and wait for the next month because it can't be hammered out in the last minutes of the meeting.

**Article Seven B, 3-** the duties of secretary are performed by Cathie, Craig acts as the treasurer. Craig added that technically the City Manager could spend the money any way he would like to. Carolyn inquired if an audit was ever performed? The entire City is audited on a yearly basis by an outside organization; all accounts including Clean & Beautiful are reviewed. Carolyn suggested that our bylaws be changed with wording to include that an outside firm along with the City audit, audits the C&B accounts, and that the Committee will also review the budget or monies. Craig offered to return to our next meeting with text to make this change to our bylaws. The Committee would vote on any changes to the bylaws at a future meeting.

### **Subcommittees**

Article 8, A-Karin Alexander suggested that the language discussing a quorum should identify "subcommittee." Something similar to ...a majority of the subcommittee shall constitute a quorum... Craig will get back to the Committee with that type of language. Lisa Rene Jones asked if you could be on as many subcommittees as you want? Yes.

Article 9, Removal of a Member

Please send Cathie a quick email or phone call if you are unable to attend a meeting. Attendance is required at six meetings per year, with allowance for excused absences.

### **Budget Review**

We were fortunate, our budget was not touched by the City Manager this year and so we have the same dollar amount that we have had for the past two years. Craig explained we were not allowed to ask for more money this year. There is no money, the City is looking at a funding deficit, all of the funding mechanisms for the City are down, tax revenue is down. Craig reviewed the Committee budget from the fiscal year 2010 through 2011, and how it is used. The actual funding for the Committee comes from the Public Works, Sanitation Department. Western Garden made a contribution this past year; it was used to purchase more of the important City phone number magnets. The majority of the daylilies purchased were used at WestFest and the National Night Out events. The cost of Clean & Beautiful awards is \$2,700.00 that includes: the signs, the yard stakes, the gift cards, and the reception. A big chunk of that dollar amount goes towards the gift cards for the award winners and the judges.

Lisa Rene Jones added that as a Committee member who acts as a judge, she does appreciate the gift card, but she would be willing to forgo the gift card to contribute funds to other accounts for the Committee. This led to a discussion about the eligibility as to who can receive a gift card, and the action the Committee members voted on earlier this year that made Committee members ineligible to accept an award if their house is chosen for a Clean & Beautiful Award. Lisa would like to discuss this option of giving gift cards to Committee members and judges at a future meeting, before the yard judging takes place. Karin added that we could give judges the option of contributing the gift card back to the Committee to be used towards projects. Lisa will be in contact with Cathie to add this discussion to the next appropriate Committee meeting.

Craig reminded the Committee that we must use the dollars allocated for the Committee from the City budget, or we will lose the money, it cannot be rolled over to the next year. We have spent a small amount of money since July 1, 2011, for flowerpots for WestFest, we spent less money on food

for the awards reception this year, table clothes and decorations were reused from the year before. We also will have the expense of the lunch for today's meeting.

Misty Smith brought up the recent cleanup project the Committee had done, we had lots of people driving by, and looking at what we were doing, they were probably curious as to what we were doing. She suggested that it would be nice to have a sign, explaining beautification project in progress. The Committee as a whole agreed with this suggestion, and added ideas that we include the website address or contact information about the Committee, and how to get involved and help out. Upon completion of a project, perhaps have a sign with similar information that says, "Clean & Beautiful was here." Pat suggested that this was another item to discuss at a future meeting. We are lucky to have Matt Lovato, and that he likes to take an excursion to the dump, he has happily disposed the debris from a couple of projects the Committee has worked on. It was great to have power tools such as weed whackers and leaf blowers brought by volunteers to the Decker Lake project.

Brenda Clark arrived at approximately 10:30 AM and the Porter's arrived at 10:50 AM.

### **Strategic Plan**

Craig reviewed 2010 – 2011, with some graphics. The Committee ordered new postcards, probably need to order them again, they were about \$50.00.

Misty suggested contacting the U of U, for printing services. Misty will try to get a price list for the Committee and see if they offer a faculty discount.

Branding- trying to make a brand out of WVC Clean & Beautiful, since we have the new logo, everything has a logo incorporated in it's presentation. We have postcards, Yard Clippings, new generic C & B business cards, the website, and the magnets. We printed two versions of the magnets; the Committee version, and a magnet with the Western Garden logo was made with the money they contributed.

Other branded items included the daylily planting instructions, the award winning yard signs, and the Committee member name badges. The Committee did a lot of work to get the name out.

The images are purchased on line, i.e. the artwork for the Yard Clippings column, by the PR department at no cost to the Committee. Craig showed pictures of the Holiday Wreath project, of the Committee decorating wreath's that hung on the outside of City Hall, and a wreath for UCCC, that was given an award. And other activities the Committee was involved in.

The Committee had a good presence at WestFest. Giving away the daylilies and graffiti wipes was very popular. Lisa commented that citizens were very interested in the Fairbourne Station banner, and hearing the information, and identifying the landmarks that helped them see what is to come. The real draw to the City presentation at WestFest is the daylilies, our citizens know about the daylily giveaway. We were still giving flowers away on Saturday night, when they shut the lights off for the fireworks.

The National Night Out Against Crime Party was also very successful for the Committee to pass out the magnets and create awareness for our citizens.

Karin asked that the Committee also be given the information about future projects for example if we are sharing the same City space at different venues. Craig agreed that it was an excellent suggestion.

Cathie mentioned that she made the acquaintance with Janet Cassel who works at Franklin Covey, this past week. She will be an excellent contact for projects the Committee may take on like the Decker Lake planter boxes. She was aware of exactly where the planter boxes were. Matt added that he

liked the clean up projects like the planter boxes, it was inexpensive, and it just required our manpower.

Craig received an email, which said they were not going to remove the roundabout at the Cultural Center. Adding the roundabout to our list of projects for cleanup and maintenance can be done.

Craig presented the WVC Clean & Beautiful Action Plan, 2010 – 2011; handouts of the same material were given to the Committee. We need to review the three objectives, do we want to keep them, maintain them, and update them. This is a working document. We have been using this for two years.

**Objective 1 - Provide visual impact** through development of small year round projects to beautify and clean West Valley City.

#### GOAL 1.1

A Point Person from the Committee, to visually visit that project occasionally to check the status of the project was suggested. Examples of Point Persons would include, Brenda and the Orchard Elementary school project, if Kathryn were still a member she would be a good Point Person for 3100 South, any Committee member who had a vested interest in a project, to check on a project occasionally and report back to the Committee as a whole and the Committee Chairperson.

Matt added he likes the method that the Committee is using to develop projects; because it cuts out any special interests a Committee member might have for their particular neighborhood, and helps to look at the City as a whole. We have worked at 7200 West, Decker Lake and now we are considering the Cultural Center, and a lot of different areas of the city have been covered. Carolyn suggested that we follow up on some of the past projects, it was suggested we discuss that subject during a specific discussion on projects.

**Brenda** said she would make an effort to check on the project that was done at Orchard Elementary, and bring the Committee up to date on it's status. Brenda lives close by this particular project.

#### GOAL 1.2

Misty suggested that this would be an opportunity to involve past yard award winners, to point out possible problems or potential areas for projects that the Committee could take on. She suggested this could be done with emails with no costs to anyone.

We still need to add Committee members to Planning Commission email notification. This is informational only, and Craig will get it set up. Recipients would receive notification of Agenda's for Planning Commission, which would require review to see if any subjects they are going to discuss would have the potential for or impact any projects we take on.

#### **GOAL 1.3 (Added)**

Consider Seasonal decorations: for City Hall, UCCC, and Street banners  
City Entrance Signs

**OBJECTIVE 2 - Motivate WVC residents** to create and maintain beauty through education and personal example.

#### **Modify Action Items-add**

2.1.2 to include press releases to local media outlets about projects

2.1.3 to include a "Yard Clippings" article in Journal

#### **GOAL 2.2 Develop outreach materials**

Brochures, Flyers, magnets, etc., we have not done a brochure or flyer.

The education subcommittee will discuss the possibility of taking on brochures and flyers. Consider partnering with Public Library to make a bookmark

**GOAL 2.3 Develop year-round programs to spotlight citizen success.**

Consider placing signs in front of new and on going projects, to recognize efforts, i.e.: Kate Duff's neighborhood garden, or at a project that the Committee is working on  
Keep the Clean and Beautiful Award sign unique to Yard award, design movable banner or something else for recognition

**Goal 2.4 Create an education subcommittee**

Accomplished, needs to be maintained  
Need to work on outreach program for elementary schools

Keep same Ideas:

- Brochures for Spring and Fall tips
- Adopt-a-Park Program
- Garden Home Tours
- Website Development
- Community Seminars

**Objective 3 Develop working relationships with City and Civic organizations with similar goals**

The objective needs to remain the same and the Committee needs to work on accomplishing the goals stated.

**Add to Ideas:** Contact-surrounding neighbors for help and input before a project. Follow up with neighbors of projects, to recruit support for continued clean up on their part, create some ownership in the neighborhood or area. Trying to include Franklin Covey with the Decker Lake cleanup project is a great example. The tree planting on the Plum Creek trail is another example. Craig suggested moving this goal to Objective 1. It will become 1.1.4. Identify and involve surrounding businesses and neighbors, for their involvement. (Perhaps business owners would contribute financially and or with manpower in the care of a project.) Include volunteers, sponsorship, maintenance, planning etc. A cover letter would be appropriate to help **foster** these ideas.

We may need a subcommittee to work on sponsorship.

Matt inquired as to the age of the Action Plan, and how often it has changed. The Action Plan is a new process for the Committee. It is an evolving process. The Action Plan needs to be considered at monthly meetings for project updates, status reports etc. The progress or lack of progress, the Committee makes can be compared to the Action Plan. As objectives are accomplished and sustained, the Committee should move forward with new objectives. Matt is hoping the Plan will evolve and change, with time. He is hoping to be innovative and show forward progress. The retreat next year would be a place to show accountability and incorporate new ideas.

**Discussion about possible addition of another Objective - Documenting** the Committees progress towards accomplishment of goals, and publishing outcomes:

**Pictures**, before and after, to keep as a record,  
Introduce new project ideas to Committee members, subcommittees, contacting Staff, discuss at Committee meetings, submit ideas on website

Creative ways to document accountability, review to move on to something new

**Paying it forward, use prior winners (built in army) to recognize projects and needs in their neighborhoods' for suggestions**

When does the Committee review this, at the Retreat?

*Make a presentation at the Awards Reception; to bring more exposure to the Committee, keep momentum going forward, some type of motivational presentation may increase interest and involvement*

Think outside of the box

Keep homeowners privacy issues in mind

Staff will add **OBJECTIVE 4**

Listing accomplishments, incorporating new ideas annually or as opportunity arises, documenting work through photos and video

This may need to be reviewed more often than on a yearly basis, or as opportunity arise; i. e. someone like KUED approaches the Committee and offers to partner with the Committee in an endeavor. This could be discussed in a meeting under Other Business.

Committee members need to make an effort to visit different project sites that the Committee has worked on. Members should be more diligent about taking cameras to work sites to take pictures.

**Consider changing name of document \*Action Plan to Strategic Plan and action items. Needs to be fluid, can change**

This should enable Committee to quickly review the objectives and then plan what we are going to do. The strategic plan may stay the same. Goals may change. Ideas presented today could be discussed at future meetings. Karin voiced that there is confusion as to when to discuss the creative ideas that have been mentioned today, will they be discussed at meetings, later in the retreat, when will they be addressed? Pat and Jeff suggested that these ideas would be agenda topics in future meetings.

#### **General Discussion about Subcommittees:**

Learn about each subcommittee, and what their future plans are, and get Committee ideas as a whole to contribute to subcommittees plans,

Setting up new subcommittees,

Subcommittee members can be made up with any WVC resident or group to accomplish goals, Committee members have been very supportive of all subcommittees, don't limit self to be involved with one particular subcommittee, members should feel free to join a subcommittee to facilitate research, encourage participation, coordinate efforts, purchase supplies, etc. Committee members should feel free to participate in any Clean and Beautiful activities.

The vision of subcommittees may change as Committee members change, the Committee should support the different subcommittees, or help change the vision to serve the greater whole to benefit West Valley City.

Karin suggested reviewing strategic plan separately, at the meeting before the Retreat, review and approve it then. Maybe questions & answers could be emailed to Committee before retreat? The time at the Retreat can be spent on brain storming for project and activities.

Matt does not want the Committee to go three years and not capitalize on the great opportunities available to the Committee. Justify why the Committee exists, what are we doing, how are we moving the Committee forward, and being innovative with new ideas, on a yearly basis. To keeping moving forward.

Have a plan with set time frames to accomplish goals.

Jeff clarified: Rewriting the Action/Strategic Plan. Two documents, 1-plans, 2-required actions to achieve plans. Craig will write the documents, Committee will vote on it.

Jody expressed her pride in WVC, where she and her husband were raised. She wants to be active in the improvement of WVC, and understands that plans need to be in place to get projects done. Staff added that the retreat was the place to make the plans, especially to allocate our few dollars.

What should monthly meetings cover: what has been done in the past month, what the next project is, and what am I to do as a Committee member on that project. Sharing ideas among Committee members, and brainstorming, recruit family members, neighbors etc to help on projects. Perhaps Committee could host City -wide "day of service, a doing day," City Council might support a City -wide project day.

Staff expressed that the Committee must be sensitive to political parties, and religious organizations, to remain gender neutral and to view WVC as a whole. The Committee needs to be more assertive about accountability, if progress is not measured, discover and correct the situation.

Jeff reminded the Committee, that any concerns or ideas members may have, should be passed on to Pat and himself or Staff, it is as simple as an email, a note at a meeting, a phone call. That information will be shared with subcommittees, and worked on in that manner. Ideas for agenda items should be shared with the Committee Chairs. Karin suggested the Committee approve an agenda for the next meeting, or for the Retreat. She inquired if the Retreat is the meeting, to talk about the basics of what we want our monthly meetings to look like, our discussion would determine how agendas would look for the next year. Jeff agreed with Karin and reminded the Committee that we have an agenda for the Retreat that we must follow; discussions about agenda content would be addressed as Other Business, item 8 on today's agenda. Again suggestions for the agendas should go thru the Committee Chairs, and the member should follow up with the Chairs as to the status of their suggestion.

The Committee broke for lunch at 12:30 PM.

Jeff brought the meeting back to order, after lunch.

### **Miscellaneous Items**

#### **Awards Program Recap**

Craig took note that the Committee would like to see a video recap of projects at reception, possibly including testimonials from past winners, may have to lengthen time of reception

Brenda added comments that were mentioned to her. We need to make sure the judges are diligent about getting the names of all parties involved with the award-winning yard, for the certificate. Include what names to be on certificate in judge's instructions. Brenda takes the time to call her winners to remind them about the reception, she has good success rate with them attending.

Reading each name takes a long time. Possibly present awards by Area numbers, winners will need to be aware of the area they are in. Present judges with a recognition certificate as Areas announce.

Possibly consider moving awards presentation to UCCC, to accommodate the winners and who ever else attends the reception. We have out grown the lobby at City Hall. We would not be able to hold the reception on a Tuesday, to ensure attendance by the Mayor and City Council. We may get a better turnout; some people don't like to come to "City Hall." Cathie suggested that as a citizen/Committee member, that we personally invite the City Council to attend the reception. City Council members do have full schedules. Our event represents the entire City population.

Need to reconsider dates to judge yards. The weather this past year delayed the onset of gardens; we may have been too early. WestFest is held the last week of June. Try to judge during the peak of gardens. Consider June 1<sup>st</sup>, or June 15<sup>th</sup> to mid July, or the end of July. Invite judges to attend the June Committee meeting.

Past yard winners, Committee needs to consider the length of time allowed between receiving yard award again; every two years up to every five years was suggested.

At this time Brenda and Carolyn highly recommended that a sympathy card be given to the Mayor, on behalf of the Committee to acknowledge the death of his mother. Pat will have a card at the next meeting.

### Neighborhood Awards

Craig is also the Coordinator for Neighborhood Services; he has been approached by two neighborhood associations, in the past two years to do an award for the entire neighborhood. Also have inquired as a neighborhood group doing more frequent, smaller awards, with the Committee's support. They would possibly be recognizing neighbors throughout the summer. Also requesting recognition or a sign placed at the entrance to a neighborhood for the entire neighborhood. The size of the neighborhood, and number of entrances would determine the number of signs required. These groups are requesting the Committee pay for these signs, or awards.

Discussion:

We don't have a lot of budget to spend

Older neighborhoods, don't have defined entrances

May be unfair to compare a neighborhood with an HOA to an older neighborhood

Neighborhood nominates one winner, and have chairperson place in winning yard Quality of entire neighborhoods not consistent

Acknowledge a group effort to help out a neighbor in need, or cleaned up neighborhood park, or neighborhood entrances

Special Recognition award, by C&B Committee

Alert the media of community action taken

Signs cost about \$7.00

Could Committee pick home to clean up? Would be considered small beautification project, get suggestion to subcommittee chair, ultimate decision up to subcommittee

Bank owned homes; technically Committee can't work on without waiver from bank, considered trespassing on private property

How do you define a neighborhood?

Will be difficult to come up with an award

Suggest neighborhood group to come to Committee, with a plan, a nomination, show before and after

Craig suggested, creating a nomination form, for *special recognition*, this would extend the awards program of the Committee, increases our visibility, incorporate into awards program, placed in the Journal, postings, website, and press releases

Call it "Pride and Progress Award," show before and after pictures

### Holiday Plans

Tree at City Hall

Have tree up and decorated before Thanksgiving, turn lights on day of Holiday Parade

**Schedule Committee workdays in the Lobby of City Hall, for Friday, November 11<sup>th</sup> and Saturday, November 12, 2011.** This process will occupy the entire lobby of City Hall, so we must be neat and courteous of our surroundings.

We are not aware of condition of tree; it may be dirty

Cathie thought we had replacement bulbs

We will also need to decorate the wreath for UCCC during this time



We need the assistance of Public Works with the tree; they will only remove it from storage once, and return it when it is taken down. They will have to install it on the front porch of City Hall, because of the size of the tree. **If staff were to ask much more of Public Works in this endeavor, we would be overstepping our bounds.**

**We will ask them to install the wreaths and the tree on Monday, November 14, 2011; hopefully this will fit into their schedule.**

Carolyn inquired if the tree doesn't work are we prepared with an alternate? Matt mentioned a discussion we had in past about repowering it with LED lights.

Discussion:

Jeff: too late to think about an alternate way to light the tree. Don't assume it won't work, if it doesn't it goes back in storage

Karin: if the tree doesn't work, Committee should consider purchasing a new one for next year

Jody: Install it with decorations and no lights, good idea

Use plastic ornaments if needed similar to the Wreaths used last year

Pat: It does have ornaments, huge in size because tree is so big

Conclusion: The tree is going up, no matter what.

Workdays for UCCC are the November 10th, November 11<sup>th</sup> and 12, for holiday decorations.

Karin: will not be working on a wreath this year

Carolyn: expressed interest in decorating a tree, or wreath for UCCC they provide the tree, as a Committee, would need motion for Committee

Craig: A tree of a wreath can be decorated, not both. Tree would be located in the hallway or the great hall.

Carolyn: will do the tree because she has lots of decorations

Theme would need to reflect Clean & Beautiful

**Decorating for holidays at UCCC will be placed on the Agenda for October**

## **2012 Meeting Schedule**

The first Wednesday of every month has been the norm. Last year Committee took off the month of July and December.

Discussion: Take off June if we are judging that month, keep July

Only take off the month of December, because of projects we take on

Call special session if needed for July, in June

Karin Alexander made a motion to keep the Committee's current schedule, meeting the first Wednesday of the month, no meetings are to be held in the months of July and December. A retreat will be held in September, thus 10 meetings will be held during a calendar year.

Matt Lovato seconded the motion.

The motion passed, all in favor.

We always have the option to call a special meeting as stated in the bylaws.

**Meeting Location:** Craig asked if the Committee would like to continue meeting in the Administration Conference room?

Discussion: we usually have a large group attend the meetings

We use another department's space

Craig: We will plan on continuing to use the Administration Conference room.

**Meeting Time:** Craig asked about the time of 5:00PM to 6:00PM?

Discussion: Some liked 5 to 6:00PM. A few members expressed that most of them have to work until 5:00PM, making it hard to get to meeting on time

Change to 5:30PM to 6:30PM, presents no problem staying later in City Hall building

The Committee supported changing the meeting time to 5:30 to 6:30 PM, as of January 4, 2012. Meeting schedules, times etc., must be posted by legal notice in the local newspapers and other locations.

### **Other Business**

Jeff spoke about the City Council study sessions, held every Tuesday at 4:30 PM. Items reviewed at the study session are voted on the following Tuesday at the regular City Council meeting if action is required. All of the City Committees have been asked to give a presentation to City Council, inform them of Committee background information, current status, where they are going in future, etc. Jeff will be making a presentation to City Council on September 20, 2011. Craig will be there to support Jeff and his efforts. Jeff intends to talk about our mission statement, where we have come from, show some of the projects we have accomplished; to show the City Council that we are making progress, doing some good for WVC. This is not a budget session; the budget probably won't be discussed. The presentation should last about 15 minutes. Craig will assist with a power point presentation. The Committee is encouraged to support their Committee chair by also attending the study session. Anyone is welcome to attend study meetings; the audience is not allowed to participate unless they are invited by the Council to answer a question.

Carolyn inquired if it would be appropriate to ask the Council to help the Committee get water to some of our projects at this meeting?

In this particular situation, the Committee has been invited to report to the City Council and the Mayor, as to its current status and future plans for the Committee.

As a Committee we will have to approach City Council for resources at another time.

Asking for resources would be a topic to be discussed at a regular meeting, with the normal approach of Committee business, with proper motions etc., and requesting time to be heard by City Council.

Open comment is available at the regular City Council meeting, at five minutes a person.

Carolyn inquired if the Committee should ask for resources at that time. Jeff suggested that the Committee would have a better chance with Council, if they work with Staff.

Carolyn commented; that it is not happening. Craig added if the Committee gave him a presentation to request resources, he will take it to the City Council, he would take it to the City Manager. Craig will not put the presentation together, that needs to be a Committee driven project, perhaps a subcommittee could be set up for this exact subject.

How are new members to the Committee presented to Council? **Craig will start the process to approve Misty Smith, Darrick Porter and Jody Rushton-Porter, as the Council calendar allows. Committee shirts and name badges will be ordered for our new members.**

We still have one opening and a few more guests to invite to attend a Committee meeting. Please keep in mind if you know of someone who might like to join the Committee, invite them to a meeting.

Carolyn asked for suggestions for project ideas. The Committee was reminded that suggestion for Committee business could be delivered to the Co-Chairs of the Committee, Subcommittee Chairs and to Staff members, to be considered for the agenda. The Subcommittees will make actual suggestions and report back to the Committee.

The Committee is reminded that we all need to be thinking of projects and action items. Pass this information along so that it becomes part of our meeting discussions and documents, for Committee activities.

Cathie added that, Craig and I are here to facilitate this committee, we also our regular duties as assigned. Craig will work harder on suggesting tasks to the Committee that they should take on.

Noting there was no other business to discuss, the meeting was adjourned at 2:00PM.