

**Community Engagement Committee**  
**June 26, 2018 6:45pm**  
**Highland Park Community Center**

**Meeting called to order at 6:46**

**Roll Call:**

Present: Amanda Willis, Catie Gardner, Nate Hurse, Kathy Carruth, Sally Bauer, Bob Whitehead, Tim Morehead, Tyler Teggatz

Absent: Kristina Mattson, Brandon Long

Other: Kathy Carruth, Lacie Matthews, Pa Cheng

**Approval of 05/22/2018 Meeting Minutes:**

Sally Bauer moved to approve minutes from prior meeting. Bob Whitehead seconded. Motion passed.

Agenda updated: Brightside to be discussed during old business

**Highland Fest:** Bob Whitehead updated the committee. Subcommittee has met. Sign up sheet had been passed around, not sure if we have enough volunteers for two days. People who may not be able to participate can help in other ways.

- Chalk artist has been contacted and will be able to present. Cost of around \$300. She could start around noon or 1 to 3 pm on Saturday.
- Kevin asked about staffing the table on Sunday. Not much enthusiasm among potential volunteers. Some volunteers are flexible. We can make additional asks to get hours. Will do 12:00-6:00 Saturday and 12:00-4:00 Sunday.
- Possible attention getters: Target gift card give-away, contact card for neighbors to take; picture frame - "what do you love about Highland"; crayons, coloring, chalk, bubbles; dog treats; bean bag toss; coyotes; etc...
- Content of booth still needs to be worked out - focus on D15 plan and gathering comments. Focus on parks, housing, transportation, land use.
- Can get something to present from transportation committee, for example potential intersection or traffic realignments. Looking for ways to get individual contributions from passers-by.
- Purchase of a digital camera was brought up - can use for additional events throughout the year. For Highland Fest, we would print pictures at Walgreens throughout the day and post them in the booth.
- HDC fact board for booth - Sally will be looking into redesigning and reprinting.

**Draft Budget for Highland Fest:**

Chalk Artist	\$300
Camera	\$150
Info Board Design and Printing	\$150
Pictures	\$25
Props	\$50
Dog Treats	\$25
Supplies, water, etc	\$50
Total	\$750

**Innovation Fund:**

- What are our goals and how do we get there. Will have work group and potential assistance from City and District 2.
- We need to develop an Equity Plan.
- Work with current board to help attract volunteers that more accurately reflect the communities we serve.
- Should the funds go toward developing an equity plan or are funds used for implementing the equity plan once completed? Directions can come from any board members. Funds don't have to be used in 2018.
- Board retreat is possible target: board training on equity issues.
- Self-assessment for gender and race could help give us a baseline of current status of board make-up. Demographic survey should be done - Sally can put together a survey, and CEC will review before sending to board members and committee members
- Can use census tools to target populations.
- We can look at ASL interpreters or translators for meetings and events - cost is high.

**Neighborhood House:**

- Produce and food shelf event will be in September - likely the 5th - around five hours.
- Will post volunteer opportunity on social media platforms.

**New Business:**

- September CEC meeting is the same day as Community Improv: Kumbaya Highland. Tuesday September 25th. We will possibly adopt this event as our meeting, and look into sponsoring the event and hosting a table.
- Brightside: CSA portion Thursday night until 7. Rec center is open to hosting. Contact person at Brightside has changed, and they are working on most logistics. We would provide some volunteers and help with getting word out.

- Kathy and Kevin have been engaging media on Ford Site - look for more engagement in the future.
- Sally brought up the option of using tv screen in meeting room instead of printing minutes and agenda.
- We can review our communications plan with regard to neighbor engagement via email and other methods.
- Pa Cheng will review website for potential improvements.

**Meeting Adjourned at 8:03**