

MINUTES
Foundation Planning Task Force
Community Engagement Sub-Committee
June 6, 2017, 5:30 p.m.
Mayor's Conference Room

The meeting began at approximately 5:35 p.m.

Sub-Committee Members Present

Daniel J. Cohn	Martha Halko
Phyllis Dykes	Michael Bentley

Others Present

Shannon Strachan, Executive Assistant to Mayor
Cindy Marx, Council-at-Large

1. Phyllis Dykes opened the meeting by passing out a copy of an agenda that had been shared with the group prior to the meeting.
2. Phyllis Dykes indicated her willingness to be Chair for the subcommittee. The members unanimously accepted her offer to be the Chair.
3. Discussion was had about what is the purpose of the community engagement committee. As part of this discussion Daniel Cohn lead the group back to a review about “What is the purpose of the Foundation Planning Task Force?” The group discussed the difference between the charge to the FPTF which Daniel Cohn proposed was to create a process and framework for the new foundation versus the specific health and wellness direction to be decided by the new foundation board. The group agreed that this distinction of “creating a process” versus “creating an outcome” affected their information gathering process including which stakeholders to invite in or reach out to, but not why or if community engagement was important.
4. The committee then moved forward with: Why do we engage the community? What are the value propositions for engaging the community?
 - a. Makes the task force and the eventual foundation board more accountable.
 - b. It is important no matter what type of foundation is ultimately chosen.
 - c. To ensure everyone in the community has a voice in the process and the outcome. Creates trust by the community.
 - d. To develop a “shared vision” and “shared priorities”
 - e. Understanding the needs of the residents/stakeholders from their perspective.
5. The group then discussed how the task force and ultimately the foundation board would “measure accountability”? Initial thinking included:
 - a. Asking the community “Do you trust the organization?”
 - b. Identifying and outlining a process.
 - c. Creating a communication plan and strategy
 - d. Creating a community engagement strategy to foster “community voice”
 - e. Evidence of basic effectiveness – moving work forward by using strategies that involve the will and desires of those people who will be recipients.

- f. Align value, vision with other organizations and stakeholders to pool resources and work collectively to keep and grow funds supporting Lakewood. Promote collective impact.
 - g. To develop an understanding of what money is currently being invested in Lakewood health and wellness.
6. The last part of the framework the committee needed in order to develop a list of questions and stakeholders was to define “community”, “community engagement” and “stakeholder.”
 7. It was almost 7:00 p.m. so the committee agreed on the following action items:
 - a. Create a Draft Purpose based on the conversation – Phyllis
 - b. Consolidate the list of Value Propositions discussed to support the Purpose – Phyllis
 - c. Propose definitions for “community”, “community engagement” and “stakeholder.” – Martha
 - d. Digest the conversation and send a list of 5 questions you would ask stakeholders to the Chair by June 23, 2017 – Daniel, Michael, Martha and Phyllis
 8. The next meeting of the subcommittee was set for July 5, 2017 at 5:30 p.m. in the Mayor’s Conference Room.
 9. Meeting was adjourned at approximately 7:10 p.m.



Shannon Strachan, Secretary

Date June 13, 2017_____