

**MINUTES**  
**Foundation Planning Task Force**  
**Community Engagement Sub-Committee**  
**July 5, 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  
Randell McShepard, Facilitator

1. Phyllis Dykes, Chair opened the meeting by passing out a copy of an agenda that had been shared with the group prior to the meeting.
2. The Chair asked the group to respond to the Community Engagement Interview List which had been updated since the recent full Task Force meeting. (attached) Phyllis also provided copies of further responses from other task force members. The group held a general discussion about the various Population/Issue Groups, addressing additions to the list of organizations under each Issue Group and what type of information gathering process might be appropriate (i.e. interviews, group discussion, focus groups, panels).
3. Facilitator Randy McShepard next led the group through an exercise to brain storm organizations for each of the Population/Issue Groups. The Chair asked each of the subcommittee members to consider being a lead contact for a Population Group(s) they felt comfortable connecting with, to organize group discussions, interviews or panels as appropriate. The result of this discussion is attached.
4. The Chair advised that it would make sense for the full Task Force to receive an updated Community Engagement Interview List based on the recent conversation. The full Task Force would be asked to respond with any contact names and contact information they might have with the various organizations. Shannon Strachan offered to type up the new Interview List and to receive updates as provided by the full task force. Phyllis suggested providing the full task force with one (1) week or until July 13, 2017 to provide information on their connections. The committee was in agreement.
5. The next meeting of the subcommittee was set for Monday, July 17, 2017 at 5:30 p.m. in the Mayor's Conference Room.
6. Meeting was adjourned at approximately 7:35 p.m.



July 6, 2017

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Shannon Strachan, Secretary

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Date