

MINUTES FOR THE WEEKLY MEETING OF THE COMMUNITY PARTICIPATION TEAM (CPT) ON THURSDAY, JULY 31, 2008 AT 4 PM AT THE WILLIAMSBURG LIBRARY.

PARTICIPANTS:

<u>Staff</u>	<u>CPT Members</u>	<u>Absent CPT Members</u>
Christy Parrish	Vaughn Poller	Marilyn Taylor
Leanne Reidenbach	Bob Keith	Tom Fitzpatrick
Jason Purse	Bill Spaller	Charlotte Hubbard Jones
Tammy Rosario	Rich Krapf	
Krista Hailey	Jay Everson (proxy Reese Peck)	
Brian Elmore	Joe Sell (proxy Tony Obadal)	
Melissa Brown	Susan Sullivan Tubach	

- ◆ Mr. Poller called the meeting to order at 4:00pm.
- ◆ Mr. Everson amended the minutes to include specific numbers on the amount of annual new water connections to fund JCSA debt. Mr. Keith amended the minutes to expand Mr. Foster's response to his funding question. Mr. Spaller amended the minutes to include responses to questions about JCSA plans being available for public input. Mr. Poller stated the specific comments about JCSA debt and connections would be added to the minutes.
- ◆ The minutes were approved as amended. Mr. Keith motioned. Mr. Krapf seconded.
- ◆ Mr. Purse handed out the second list of hot topic questions for the Community Conversations and the first list as it will appear at the meeting. He said comments could be emailed to him by Monday August 4th.
- ◆ Mr. Poller asked about incentives for citizens to fill out the forms.
- ◆ Ms. Rosario stated citizens often only fill out the portions of surveys where they have a strong opinion on the subject.
- ◆ Mr. Purse stated citizens can fill out their forms during Q & A sessions as well as after the meeting. He said the forms will be online after he receives all edits from CPT members.
- ◆ Ms. Reidenbach stated there was not enough staff time to create an interactive survey on the website.
- ◆ Mr. Poller asked if CPT funds could be used to hire an electronic survey.
- ◆ Ms. Reidenbach stated she would research hiring someone.
- ◆ Mr. Poller asked for the communications update.
- ◆ Mr. Reidenbach stated there were plenty of posters and flyers for CPT members to take. She said she could provide extra copies or the PDF file to anyone interested. She said the new listening stations were set in various county buildings. The first hot topic essay was on the website as well as distributed to newspapers. She said three mailings had been sent: to

Neighborhood Connections neighborhoods, area churches, and first round participants. She showed a video of Mr. Fitzpatrick airing on TV48. She said she was also trying to contact the PTA.

- ◆ Mr. Spaller asked about contacting the Christopher Wren Association.
- ◆ Ms. Reidenbach asked for a volunteer to deliver the CPT update to the August Planning Commission.
- ◆ Mr. Keith volunteered to speak to the Commission.
- ◆ Mr. Poller asked for the CPT Executive Summary. He said Mr. Sell had raised the idea of an executive summary at the previous meeting and had been working on a skeleton to present to the Steering Committee.
- ◆ Mr. Sell stated an executive summary would be a one or two page recommendation with major topics and general consensus.
- ◆ Ms. Rosario stated past CPT had shied away from executive summaries to assure Community Conversation data is not filtered. She said if the CPT wants an executive summary, staff will work with them to make sure timelines are met.
- ◆ Mr. Keith asked if there was no previous communication between the CPT and the Steering Committee.
- ◆ Ms. Rosario stated the CPT previously delivered statistics, outreach methods, and all raw data to the Steering Committee.
- ◆ Mr. Spaller suggested the CPT gather for an additional meeting. He said at this meeting they could discuss the differences in hot topics between 2003 and 2008.
- ◆ Mr. Krapf voiced his support for a transmittal document.
- ◆ Mr. Keith voiced his support for a transmittal document. He thanked staff for agreeing to the new informal forums for citizens' organizations. He wanted their presentations forwarded to the Steering Committee.
- ◆ Ms. Rosario stated all information received through April was posted online.
- ◆ Mr. Spaller asked if there was going to be a meeting for CPT members to discuss their observations.
- ◆ Ms. Rosario scheduled an additional CPT meeting for September 25th. Ms. Rosario stated it was important to highlight the current CPT's innovations.
- ◆ Mr. Sell stated the transmittal could include lessons for the next CPT.
- ◆ Mr. Spaller volunteered to present at the Ford's Colony Speaker's Bureau.
- ◆ There being no further business, the CPT was adjourned at 5:00pm until August 7th, 2008. Mr. Keith motioned to adjourn, with Mr. Sells seconding.