



DATE: June 29, 2017

AGENDA ITEM # 1

**TO:** Hillview Community Center Project Task Force

**FROM:** J. Logan, Process Liaison

**SUBJECT:** Receive Information and Announcements from Staff

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### **BACKGROUND**

Staff will provide information and announcements related to communications from the public that are addressed to the Task Force (TF) and will provide updates to the TF regarding activities that occur during the period between TF meetings. Staff will also provide updates on processes and procedures related to the organizational efficiencies of the TF.

### **DISCUSSION**

The following items will be reviewed:

1. Communications received from the public that are addressed to the TF
2. Guidelines if TF members miss meetings
  - Member can contact Staff Liaison Erica Ray to arrange pick-up of the materials folder for the meeting or to discuss any updates or questions.
  - Member can also email Chair Claudia Coleman to discuss any questions or comments regarding the meeting
3. Process for TF to record and report time spend on TF activities. Report will be compiled in aggregate for time spend by the TF members in activities taken to fulfil their duties. Categories of activities include time spend in meeting; reading reports, materials and research; site visitations; special assignments such as the architect review process and chair position; preparing reports; communications with the community; and other.

In addition to tracking members time spend on various TF activities, the aggregate data will help guide the TF and staff to analyze and evaluate the outputs and focus of their efforts and guide us to evaluate if activities need to be redirected or reconsidered.

4. Meeting dates in July
  - a. Thursday, July 13 at 7 pm, Neutra House
  - b. Tuesday, July 25 at 7 pm, Neutra House

Please let Erica Ray know if you will not attend any meetings to ensure a quorum is attained.

Attachment:

- A. Task Force Members Time/Activities Record