

GROUP: Advisory Committee on the Status of Women DATE: April 5, 2016, 5:30PM LOCATION: Room 4th Floor, City Hall

FACILITATOR: Heidi Sue Le Boeuf, Chair

ATTENDANCE: Jennifer Madson, Donna Connolly, Heidi Sue LeBoeuf, Elizabeth Tomaszewski, Deborah Hall, Amanda Gregoire,
Jennifer Maddox

GUESTS: Pam Callahan (HR), Matilde Castiel (HHS)

SCRIBE: Tracy Kennedy

AGENDA ITEM	KEY DISCUSSION POINTS current status, background, desired outcome, considerations, progress, next steps	FOLLOW-UP (if needed) (what & who)
1. Call to order and introductions	Meeting opened by Heidi Sue at 5:35 PM.	
2. Open Meeting Law brief overview	Pam Callahan from the Human Resources Department provided a brief overview of Open Meeting Law. Conversations about committee work outside of the meeting time are subject to Open Meeting Law (still need public notice, city staff to take minutes, be ADA accessible, etc.). The Committee members cannot exchange emails in which they discuss items or provide an opinion, as emails are not a public forum. If there are changes to the agenda, committee (chair) should announce that to members of the public who attend the meeting as they enter and the staff liaison should amend the agenda and repost through the Clerk's Office.	

<p>3. Brainstorming and Facilitated Planning Session</p>	<p>Pam Callahan provided the committee with a presentation on strategic planning using SMART goals. The committee then brainstormed ideas for the committee's work. Pam then assisted the committee in grouping the ideas.</p> <p>Committee discussed that if another group is already doing work, the committee could support the work, rather than taking it on as a priority. Also of note is that this committee is advisory in nature. It can provide policy recommendations to the City Manager, but it must be in line with the CM's strategic vision.</p> <p>This is an opportunity to start over. The committee wants to look at the surveys that have been done (CHA, youth surveys, ACSW survey results) so as to hear from the public what their needs are and what they would like to address.</p>	<p>ACSW would like to invite the new Chief Diversity Officer to a future meeting.</p> <p>Pam will type up the results of the brainstorming and return at a future meeting to go over them and help the group pare them down to actionable items.</p>
<p>3. Development of Committee Rules and Agreements</p>	<p>Not addressed in this meeting.</p>	
<p>4. Vice Chair Position</p>	<p>Motion to table this item to the next meeting.</p> <p>Motion: Elizabeth Tomaszewski Second: Jennifer Madson</p> <p>Vote unanimously in favor.</p>	
<p>5. March 24th Young Woman/Woman of Consequence awards debrief</p>	<p>Motion to table this further discussion on this item to a future meeting.</p> <p>Motion: Elizabeth Tomaszewski Second: Donna Connolly</p> <p>Vote unanimously in favor.</p>	

<p>5. Adjournment</p>	<p>Motion to adjourn.</p> <p>Motion: Donna Connolly Second: Elizabeth Tomaszewski</p> <p>Vote unanimously in favor.</p> <p>Meeting Adjourned at 6:57PM.</p> <p>Next meeting scheduled for May 3, 2016 at 5:30 PM</p>	
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What records of public meetings must be kept?

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner, must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting;