

GreenGov – Public Engagement (PE) - Systems Committee

Meeting notes – Oct. 28, 2019

Participants: Rose, Sarah, Eileen *Not available:* Chris, Lee, Jacquie, Rob, Keith, Lindy, Shirin

Topics Discussed:

1. Meeting Time:

- a. Please **SAVE** the 3rd Monday afternoon each month from 1:30 – 3 PM for our EO1 Public Engagement meetings. We all have competing priorities, but our process and products will benefit from the inclusion of everyone's voices.

2. Logo Graphics Update

- a. Rose took the B & W logo and made it come to life with the addition of color! All feedback received was very positive.
- b. Rose also shared a draft outline and design template for the EO1 Performance Plan. It looked great to all in attendance ;-), but she would love to get additional feedback. Look for the draft to arrive in your In box soon. *Gentle reminder:* The Progress Report is due February 1, 2020 and is both outward/community facing and for internal Team use.

3. Communication Strategy

- a. Discussed establishing a predictable schedule for communications
- b. Proposal:
 - a. Receive monthly updates from Work Teams prior to each SSO meeting
 - b. Send a monthly update to All after every SSO meeting

4. Steering Committee

- a. PE is an "A Team", so we report out on odd-numbered months (e.g., November) Rose populated our Report-Out document with three Objectives and Action Steps planned

5. Team Leader Announcement

Chris Lyddy, who had volunteered to serve as Public Engagement Committee Team Leader, regretfully had to step down from that role. He looks forward to hearing all of the great progress that we and all the EO1 Teams achieve toward these important objectives!

NEXT MEETINGS:

SSO is Friday, November 8 from 10 – 11:30 at DEEP

Public Engagement is Monday, Nov 18 from 1:30 – 3 PM at Office of Early Childhood, Room 2A

Please RSVP so Eileen can notify Security.