

CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT
Meeting was held via WebEx
January 5, 2021

Chairperson: David Anderson

(Vice- Chair) Pamela Sprague

Stephanie Rose

(Secretary) Tom Cook

Evelyn Orr

Lowell Greathouse

Hope Kramer

Student Advisor: Lucie Carriker

Fernando Lira

Council Liaison: Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

→ **Citizen Communications** – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at (503) 992-3235, at least 48 hours prior to the meeting.

Present:, Tom Cook, Council Liaison Malynda Wenzl, City Staff Bryan Pohl, Lowell Greathouse, David Anderson, Hope Kramer, Lucie Carriker, Stephanie Rose, Evelyn Orr,

Absent: Pam Sprague, Fernando Lira

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1. Call to Order and approval of minutes: Called to order at 5:31. Introductions of new members. Motion/seconded and passed to accept the minutes of December 2020.

2. Community Inbox: None

3. Annual Town Meeting Discussion. **Still being planned as a virtual meeting.**

a.) Technology

- Dave reports that the Zoom account is set up, webinar is scheduled, registration is open. Dave encourages committee members to register and pose a sample question. The URL is: <http://bit.ly/2021townhallmeeting>.
- Each member should also email a test question to townmeeting@forestgrove-or.gov
- Discussion with Bradely (?) how to coordinate with TVCTV – operator in control room needed? Does zoom feed TVCTV or does TVCTV feed zoom? Decided: TVCTV will take a feed from Zoom. Host and panelists will NOT be in auditorium together. Auditorium will be open only for limited in-person attendance as is done for city council meetings.
- Bryan – will check and confirm emails are received when registrations occur.
- Discussion: Do we want attendees to be able to chat with each other, panelists, hosts, nobody? It was decided that it was best to disable chat for attendees, use it between hosts and panelists. May also need to use SMS texting between helpers, hosts and panelists.
- Post-Meeting survey: Discussion-do we have a survey in browser immediately after webinar, or in post-meeting email? Consensus: display survey upon webinar exit.
- Discussion that we should have a post-meeting email: meeting feedback survey, survey to gather input on police chief search, links to where presentations, Q&A, and meeting recording will be found.

- Practice Session. Proposed dates are: Jan 19 at 5:30 pm and if needed, Jan 26 at 5:30 pm.
- Publicity: utility flyers, press release, city web page and Facebook page, fire station reader board, Senior Center reader board, banner, and use of Next Door app.

b.) Agenda and presentations

- Welcome and intro by CCI spokesperson: Lowell. David reports that he has met I've met with City Manager and discussed his presentation. He and Chief Reinmann will provide a draft presentation.
- Following presentations, roll into Q&A session – Consensus: no break.
- Wrap up and outro by CCI spokesperson –

c.) Publicity and promotion

- Need to supply Bev with finalized agenda and meeting description
- Bev will put in "Latest News" section on city web page.
- Will also be in paid newspaper advert, on city FB page, utility insert
- Need to come up with proper text for street banner and get this to Bev

d.) Roles and assignments

- Meeting host / master of ceremonies – Lowell
- .Review presentation drafts and provide feedback – Dave (plus 1 or 2 others if desired)
- Determine which city leaders need to be available as panelists, configure webinar, and invite them. - Dave
- Prepare post-webinar survey and email (need admin priv to implement) Assigned to: Stephanie
- Review / edit / combine questions to create official Question list used during the meeting. Assigned to: Hope, Evelyn
- Provide Bev with street banner text and final version of agenda and meeting description. Assigned to: Dave and Bryan
- Monitor meeting from participant's perspective and provide realtime feedback (via text messages) to meeting host. Assigned to: Tom, Lucie, Franando?
- Promote ATM via social media channels, email, personal contacts, etc. Assigned to: All

3. City Councilor report: Councilor Wenzl reported on the retirement of Fire Chief Kincade and Tom Gamble.

5. Adjourn: 6:39