

MINUTES FOR THE WEEKLY MEETING OF THE COMMUNITY PARTICIPATION TEAM (CPT) ON THURSDAY, JANUARY 31, 2008 AT 4 PM IN BUILDING A CONFERENCE ROOM.

PARTICIPANTS:	<u>Staff</u>	<u>CPT Members</u>	<u>Absent CPT Members</u>
	Tammy Rosario	Bob Keith	Rich Krapf
	Melissa Brown	Tony Obadal	Tom Fitzpatrick
	Jason Purse	Reese Peck	Bill Spaller
	Christy Parrish	Vaughn Poller	
	Renee Dallman	Shereen Hughes	
	Terry Costello	Susan Sullivan-Tubach	
	Jess Mackow	Marilyn Taylor	
		Charlotte Hubbard Jones (via telephone)	
		Bill Haldeman	

- ◆ Mr. Poller opened the meeting with a request to approve the minutes from the previous meeting. Ms Hughes had one correction. Ms. Hughes made a motion to approve the minutes with a second from Mr. Peck. In a unanimous voice vote, the minutes were approved.
- ◆ Ms. Mackow stated that business cards were now available in the lobby in Building A. She also stated that these cards will be revised once Community Conversation dates are available. She also showed a pamphlet that was created in house that could be used with the business cards.
- ◆ Ms. Rosario added that more information would be in the pamphlet than the business card.
- ◆ Mr. Poller asked if the pamphlet could be produced and copied in house.
- ◆ Ms. Mackow stated that outside sources may need to be used depending on what was needed.
- ◆ Mr. Haldeman asked about the funding source for comprehensive plan items.
- ◆ Mr. Poller said there is money set aside for the Comp Plan.
- ◆ Ms. Hughes wanted the committee to be sensitive to a budget. She would like to see most of the items produced in house if able to do so.
- ◆ There was a discussion about whether to have postage prepaid on the postcards.
- ◆ Ms. Hubbard Jones asked if numbers were available from last time as to how many postcards were returned.
- ◆ Ms. Rosario said she was not sure, but that she was comfortable that the County could accommodate the cost.
- ◆ Ms. Sullivan-Tubach suggested having the drop box sites listed on the cards.
- ◆ Mr. Haldeman suggested that the cards be made available when people are not speaking.
- ◆ Mr. Poller stated that it would be beneficial to have something else printed with a method to send something back with comments. He would like to make sure this does not cause an increased workload for staff.
- ◆ Ms. Brown stated that dates should be finalized by next meeting for Community Conversation dates.
- ◆ Ms. Rosario stated that on February 12th there will be a press conference giving the

results of the two surveys done. Representatives from Va Tech and ICMA will be giving a presentation on their respective survey. Invitations will be made inviting the media, and in the past this event has shown a great response from them.

- ◆ Mr. Poller asked when the committee would be receiving this information.
- ◆ Ms. Rosario stated that the committee will be receiving this on Feb 8th.
- ◆ Ms. Sullivan-Tubach asked if the committee would be receiving the survey.
- ◆ Ms. Rosario said she would mail the members the surveys.
- ◆ JCC 102 was brought up, with Mr. Keith stating that he was disappointed with the turnout.
- ◆ Ms. Rosario stated that while the turnout was low, the program will be played on TV48 on a constant basis.
- ◆ Mr. Peck felt that those who did attend JCC 102 had certain issues they wanted to address. He also made the suggestion that some of these issues might be used in advertising the Community Conversation meetings.
- ◆ Mr. Poller felt that a reoccurring theme that he is aware of is that citizens' input is not taking into account. He spoke of a meeting he recently attended that was well received. He asked what organizations might be linked to the Comprehensive Plan.
- ◆ Ms. Hughes mentioned that advertising in the Community sections of the Daily Press is free. She suggests continually advertising in this section when meeting dates are known.
- ◆ Mr. Poller asked where to go from here with JCC 102.
- ◆ Ms. Brown spoke about a type of series Neighborhood Connections has called "Training in a box". What this committee would do is something similar by taking JCC 102 and condensing it to a shorter version for presentations to local groups.
- ◆ Ms. Parrish stated she has two groups so far interested in presentations, the Chamber of Tourism and Alliance with a business connection, and the Kiwanis.
- ◆ Ms. Hughes asked what equipment would be available for presentations.
- ◆ Ms. Brown stated that the Planning Division has equipment available.
- ◆ Mr. Rosario said that the committee members would be able to condense the JCC 102 version, and narrow it down by subject appealing to certain groups.
- ◆ Ms. Parrish asked for volunteers to give these presentations.
- ◆ Mr. Poller volunteered to do the Kiwanis presentation.
- ◆ Mr. Haldeman requested a presentation for Governor's Land and suggested the dates of March 9th or March 16th.
- ◆ Mr. Peck suggested placing an ad on TV 48 for interested groups who would like a speaker to give a presentation.
- ◆ Ms. Hughes suggested developing a consensus of what each presenter should say when giving a presentation.
- ◆ Ms. Brown re-emphasized fine tuning the presentation.
- ◆ Mr. Poller said the purpose of the presentations should not be to drive the issues but to get the citizens to the meetings.
- ◆ Mr. Obadal mentioned the purpose is to draw those ideas from the citizens and bring it to the meetings.
- ◆ Mr. Keith asked about the website.

- ◆ Ms. Rosario said the website will be launched on February 12th, the same time as the survey information is being released and the press conference.
- ◆ Mr. Haldeman asked what the process was for handling the information coming in.
- ◆ Ms. Rosario spoke about the previous plans, and that comments will be recorded in an electronic database. This committee will be reviewing every comment.
- ◆ Mr. Poller asked about handling regional and local groups that may want to get involved.
- ◆ Ms. Hughes suggested that groups contact Mr. Fraley to get information on how to get involved in the Comprehensive Plan process. Mr. Fraley is the Planning Commission representative for the Comprehensive Plan update.
- ◆ Mr. Peck suggested Mr. Poller meet with Mr. Fraley to coordinate involvement with these groups.
- ◆ Ms. Hughes briefly mentioned the regional comprehensive plan update that will be done with the City of Williamsburg and York County.
- ◆ Mr. Keith made a motion to adjourn the meeting with a second from Mr. Peck.
- ◆ The meeting was adjourned at 5:35 p.m.

Vaughn Poller, Chairperson