

Task Force Speaker Notes August 8, 2017

TF members are encouraged to speak, meet, communicate and engage with their networks, neighborhood groups and/or individuals in the community to disseminate information about the TF mission and Community Center design process that is currently underway. During these engagement activities, TF members are encouraged to listen to community members' perspectives, invite persons to attend and provide public comment at the TF meetings and report back to the TF ideas and perspectives gained from these outreach activities for public discussion. Communication with community members can be recorded on the TF Activities Time-sheet.

Minders

1. TF members are not to discuss ideas and perspectives gained from the community engagement process with other TF members outside of a TF meeting where the public can attend, listen and respond by way of Public Comment. This also applies to written communication amongst TF members. Written communication to staff about community engage is appropriate at any time.

Open Government and transparency standards require that TF member discussions be held in an open public meeting (i.e. the TF agendized meeting).

2. Dissemination of factual, correct and accurate information is a goal of community engagement. Hence, the materials presented in the TF agenda packets and that are on the Hillview Community Center project webpage are reliable and factual information that can be utilized in public engagement.
3. TF members may utilize their social media networks to communicate information and gain community input. TF members may not engage in discussions with one another about the project on social media networks.
4. TF agenda staff reports and attachments provide excellent resources for disseminating information to the community.
5. If clarification of information is needed, please consult with Public Information Coordinator, Erica Ray.
6. Each TF meeting will provide the opportunity for TF members to report and discuss communications with the public.
7. Time spent on community outreach activities should be recorded on the TF Activities Time-sheet.