

Task Force Speaker Notes

August 8, 2017, August 26, 2017

Task Force (TF) members are encouraged to speak, meet, communicate and engage with their networks, neighborhood groups or community individuals in an effort to disseminate information about the TF mission and Community Center Noll & Tam 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.

Minders

1. TF members are not to discuss ideas and perspectives gained from the community engagement process with other TF members until the 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 agenda 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 website are reliable and factual information that can be utilized in public engagement.
3. TF members may want to utilize social media networks to communicate information and gain community input.
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 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 communication outreach activities should be recorded on the TF Activities Time-sheet.