

**CITY OF SEATAC
COMMUNITY BUILDING COMMITTEE MEETING MINUTES**

June 26, 2013

Members present:

Jean Blackburn, Abdirahman Hashi, Abdiwali Mohamed, Virginia Olsen, Pat Patterson, Keith Siebler, Kenneth Taylor (Alternate)

Members absent:

Matthew York

Staff and elected officials present:

Councilmember Barry Ladenburg, Caren Adams (facilitator—Public Health – Seattle & King County), Code Compliance Program Coordinator Meghan McKnight and Assistant City Manager/Staff Liaison Gwen Voelpel

1. Call to Order

Gwen Voelpel called the meeting to order at 5:33 p.m.

2. Approval of Minutes:

The minutes were approved as written.

3. Old Business:

None.

4. New Business:

a. Community Conversations

Each member shared an interaction/conversation they have had with another community member regarding the work of the Community Building Committee since the last meeting.

b. Group Process

Caren Adams presented a graphic of what decision making looks like without a decision rule (Attachment A). She then presented a modified consensus building decision making model to the group (Attachment B). The group agreed to the decision making model.

Gwen Voelpel then conducted a drawing for members to pick position numbers for the purposes of tracking vacancies and appointments. Lengths of terms were already assigned by Council during the appointment process.

Next, Gwen Voelpel presented a draft list of proposed roles for all group members (Attachment C). The group agreed that nothing was missing in the roles and that the roles were useful. Members also agreed to check in after six months on how the role assignments are working. Members then volunteered for the roles.

c. Mission Statement

The group began a discussion about key words and phrases of interest that may form the basis of a mission statement in the future, including language from the establishing ordinance for the Committee and action items from the May meeting (Attachment D). The results of that discussion were captured on flip charts. The group agreed to ask Caren Adams and Gwen Voelpel to draft a proposed mission statement to present to the Committee at its next meeting.

d. Short/Long Term Actions

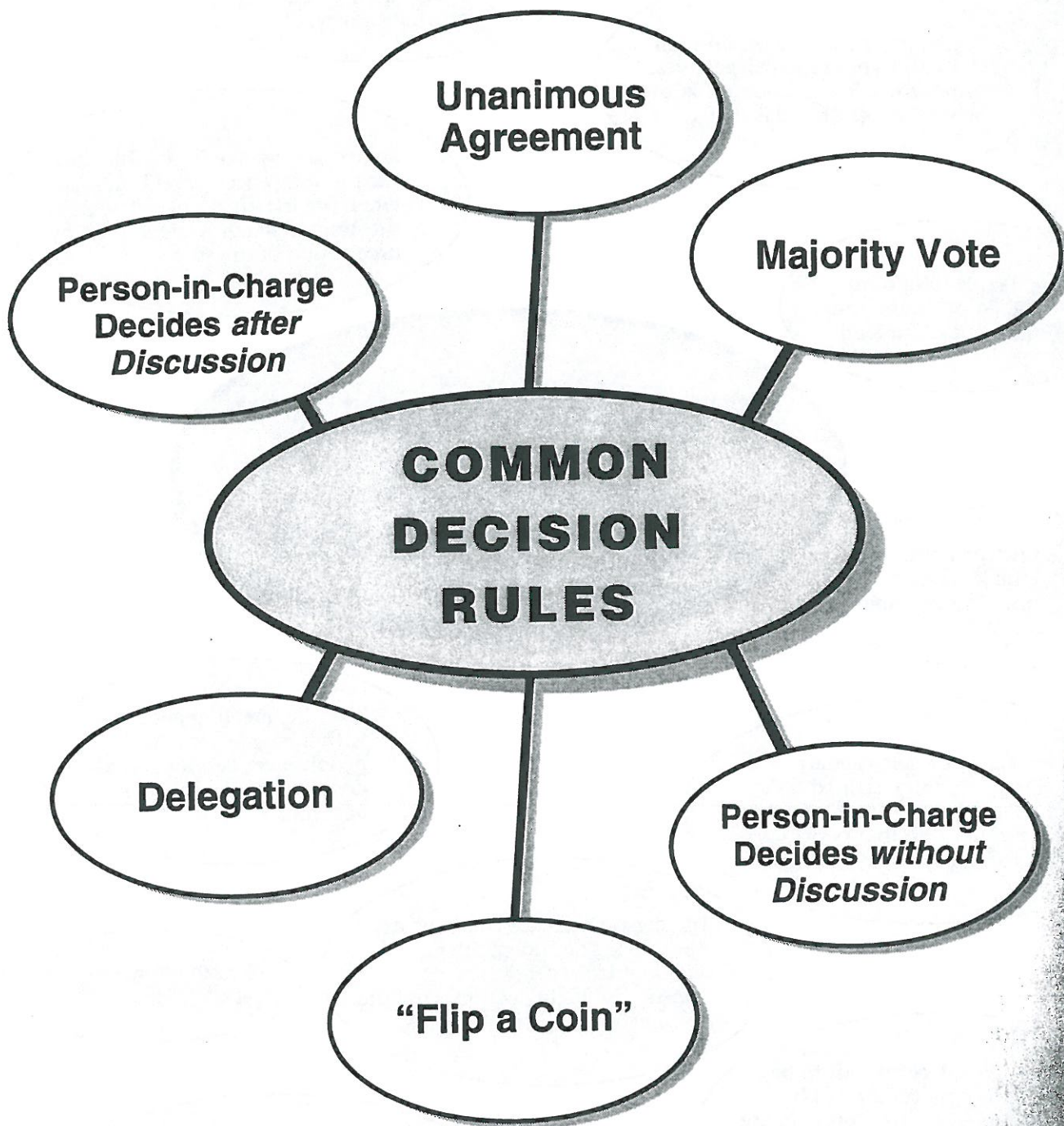
The group was asked to brainstorm individually, then in groups of two, then in two groups to identify three to four actions they would like to be involved with in the coming year and find commonalities. The two groups were asked to identify their top two short-term actions and actions they would take to start that work. Caren Adams then asked the Committee to consider the short term actions and what long term actions they seem to point toward.

e. Future Meetings

Gwen Voelpel indicated she would meet with Abdiwali Mohamed and Caren Adams to plan the future meeting agenda for July 24, 5:30-7:30 p.m.

5. Adjourn:

Gwen Voelpel adjourned the meeting at 7:29 p.m.



A decision rule is a mechanism that answers the question, "How do we know when we've made a decision?" Each of the six rules shown above performs this basic function.

Individual members act on their own idiosyncratic perspectives. Soon, the left hand doesn't know what the right hand is doing.

Those who whine or raise their voice get what they want.

Someone says, "Let's put this on next month's agenda and pick up where we left off." But at the next meeting, the item is superseded by urgent new business.

Some people hold onto rigid, fixed positions and stymie the discussion.

"DECISION-MAKING" WITHOUT A DECISION RULE

Just as time runs out, someone makes a new suggestion. This becomes "the decision."

Someone's name gets vaguely attached to a poorly defined task (as in, "Duane, why don't you check into that?"). Later, that person gets blamed for poor follow-through.

After the meeting ends without agreement, a few people meet behind closed doors and make the real decisions.

The person who has the most at stake makes an independent decision; later, people resent him/her for taking actions that did not meet other people's needs.

Certain people *always* get their way.

When a quick decision has to be made or an opportunity will be lost, conservative members exercise a pocket veto by stalling the discussion. Thus, "no decision" becomes a decision not to act.

The person-in-charge says, "Is everyone okay with this idea?" After a few seconds of silence, the person-in-charge moves to the next topic, believing that every member's silence meant "yes," rather than "no" or "I'm still thinking."

The meeting goes overtime; the discussion drags on and on . . .

Gradients of Agreement

For consensus polling

Agreement	Agreement	Agreement	Stand aside	I don't know	Formal	Block
	With minor concern	with reservations	I don't like it but	give me until the	disagreement	I veto
	Basically I like it	I can live with it	don't want to stop	next meeting	noted in	this
			the group		writing	proposal

Draft 6/2013

Section 8.1

Committee convener/adjourner: Call the meeting to order, take note of any absences/call for vote to excuse, adjourn. Track membership of committee including position numbers with staff liaison.

Section 8.2

Meeting regulator: Watch agenda and times for meeting, ask for recommendation/agreement when items are going beyond allotted time. Facilitate any discussions on amendments to by-laws or adherence to by-laws. Shall act as meeting convener/adjourner in the absence of that officer.

Section 8.3

Old and new business coordinator: Track any old and new business items and ensure they are followed up on in an appropriate matter. Includes maintaining a “pending agenda items” calendar and reviewing with the Committee at each meeting.

Section 8.4

Future meeting organizer: Request topics for future meetings from the Committee and facilitate agreement for future agendas to be tracked in the “pending agenda items” calendar.

Section 8.5

Outside speaker coordinator: Work with the staff liaison to schedule speakers as requested by a majority of the Committee. Converse directly with the speaker to ensure the Committee’s request is understood and met.

Section 8.6

Presentation coordinator: Work with staff liaison to schedule presentations to other committees and the Council as agreed to by a majority of the Committee.

Section 8.7

Community liaison coordinator(s): Track interactions with community members and opportunities for more community engagement. Gather contact information, calendars, etc., and report back to the Committee.

The City of SeaTac Community Building Committee is charged with:

- Researching best practices of other jurisdictions and vetting those ideas within the community
- Fostering communication and building trust with all City departments and within the community.
- Acting as a sounding board for projects and programs under development by the City.
- Seeking innovation, community-based ideas through sustainable, two-way communication within the community
- Participating in existing city, school and community meetings and events to bridge communication gaps and promote active participation and community engagement.

May 29, 2013 Consensus workshop to identify and explore common areas of interest

Workshop Question:

What could we do together to build a sense of community for all residents of SeaTac?

Identify and recruit community resources	Enhance Community Engagement	Promote socio-economic stability for residents
Community mapping	Invite participation in city programs	Empower other organizations
Invite committees from other cities.	Cultural fairs/presentations	Public education, improve for refugees and immigrants
Attract more service organizations (Rotary, Kiwanis)	Civic duties education	Job training and English language learning
Ask residents what they need	Empowering youth and teen	More social service organizations
	Strong social media	Find ways to help people stay in SeaTac, work, livable wage, housing
	Motivate residents to be involved	Affordable housing
	Cultural/community ambassadors	
	Cultural exchange/event	
	Community gardens	
	Host youth sporting events	
	Invite inter-faith organizations	
	Cross cultural opportunities	