



**Reimagine Creek Park Community Advisory Committee (CAC)  
Meeting Minutes  
February 25, 2019**

1. Call to Order: 7 pm
2. Roll Call: Brian Colbert, Kay Coleman, Rich Burns, Kelley Warner, John Nelson, Howard Altman, Dave Donery, Kerrie McHugh, Aida Banihashemi, Helen O'Shea,
3. Public Expression
4. Discussion Items:
5. **Brown Act “tutorial”**
  - a. We are an official sitting committee; advisory to the project
  - b. Communications: can have subcommittees of the CAC of less than a quorum (5 or fewer), can communicate between meetings and report updates at the large meeting
6. **Project Management – tools**
  - a. Subcommittee folders will replace google doc folder, except for meeting notes and approved timeline (Gantt chart)
  - b. Slack for all CAC communications please; we're happy to do a tutorial
  - c. Meetings: will be 1st and 3rd Mondays of the month at 7:00 pm (set for now, may change later) - No meeting next Monday, March 4
7. **RFQ/Competition Brief discussion**
  - a. Approved/routed RFQ - in Howard/Rich's hands by: Friday, March 1
  - b. FAQ's; doc will be started
  - c. MailChimp can push out information to the entrants
  - d. Town newsletter announcement this Friday, March 1
  - e. Call for submittals due: Friday, March 15
  - f. The announcement of top teams: Monday, March 25

**8. Survey (John, Aida)**

- a. Consumer survey; Just under 500 responses (strong)
- b. Survey to close on March 15.
- c. Collecting FAQ questions
- d. People are concerned over the cost-we need to emphasize that is earmarked for this project/fundraising effort will be happening a
- e. Business/merchants survey
  1. Quick, 15-18 questions
  2. Jamie Ginsberg will champion on Facebook and walk around
  3. Launching: Thurs, Feb 28 (will run until March 15)

**9. Social Media (Carla)**

- a. Social media: town + newly created
- b. Outreach: Carla will use contacts with other town newsletters, IJ, SF Chronicle, Cynthia Murray (North Bay economic league), Marin Economic Forum
- c. Howard (ASLA Northern Ca Chapter)

**10. Fundraising (Brian, Jason)**

- a. Need to map out all of the needs and responsibilities
- b. Now: community engagement, interest, connections

**11. School Contest (Brian)**

- a. Being run by the RVSD in partnership with YES
- b. Private schools to be incorporated in the contest? RVSD happy to have anyone apply.
- c. Contest launch March 8th runs until 5/29

**12. Roles & Responsibilities (bold = leads)**

County Liaison - **Brian**, Dave, Sean  
Vision Statement - William,  
Project Management - **Kerrie, Kelley**  
Request for Qualifications - **Rich, Howard**  
Competition Brief - **Rich**, Howard  
Surveys - **John**, Katie, Aida  
Social Media – **Katie**  
Editor - Katie  
Website management - **Jack**, Kelley, Carla  
Fundraising - Brian, **Jason**  
Public Relations: John, Katie, Aida  
School Contest - Brian, (Nihal, RVSD)  
Historian - ? (Judy, Dick?)

Adjournment: 9 pm

Next meeting: March 25th