

# Capital Circle Southwest Community Representative (CR) Meeting 1 December 7, 2006

## Meeting Notes

The meeting generally followed the attached Agenda. The table of contents of notebook materials is also attached.

**Introductions:** Meeting attendees began to get to know each other as each person introduced someone else.

**Organizational Details:** Steve Godfrey, Kimley-Horn Project Manager, explained that over the next 3 years this group would be spending a lot of time together and we might not always agree with each other. The main objective is to build community, trust and understanding of the project.

**Roles:** Steve pointed out to the group that he and Paul Hiers, Blueprint Project Manager, would be the primary contacts for the project

**Communications:** Steve discussed the non-voting structure of the CR group. It is to allow study area residents to be CRs and to allow full communication among the CR group outside of regular meetings.

Scott Hannahs asked if documents would be in electronic format. The CRs wanted the material via email. It was decided that materials will be emailed to all CRs and hard copies of materials would be provided at the CR meetings for inclusion in notebooks. Alice Simmons will receive a printed copy by mail in advance of the CR meetings.

Steve pointed out that all information will be shared; but for clarity, documents must reach a “clean” draft stage before they are distributed.

**Ground Rules:** Steve read the Team Ground Rules and asked everyone who felt comfortable with them to sign the ground rule page. All of the CRs who were present signed a commitment to abide by the ground rules.

Scott asked what is the deliverable or product of this group. Steve explained that there are no deliverables or product, but we will have an effective open process that evaluates the project development. Everyone will have a clear understanding of the process. CRs will receive advance notification one week before the meeting the materials that will be discussed at the next meeting. Steve explained that there will be no surprises.

**Regular attendance** was discussed as being critical because the reviews and discussions of this group is a building process and everyone needed to commit to being at the

meetings. Meetings are a priority they will start promptly at 5:30 and end at 7:30 p.m. The 17 to 18 meetings have already been scheduled for everyone to put on their calendars.

**Participation:** Steve's role is to be a facilitator not a chairman. His job is to help assure an open process and to facilitate it. Everyone will have a chance to participate. However, participation is only among CRs. The CRs will be on the same page, others might not have all of the right information and time is too limited for additional interactive involvement.

Steve talked about a typical meeting agenda. The focus will always be on the new material distributed before the meeting, followed by old business and other matters to the extent there is time. The last 15 minutes will be available for other citizens to make comments, if desired.

**Schedule:** A schedule of upcoming CR meetings was provided. The main topic for each meeting was included... It was suggested by Chris Dinklage that Blueprint send the meetings by an appointment in Outlook. Carlana Hoffman, Public Information Officer will send Outlook appointments to the CRs.

**Project Overview:** The Project Path was presented. Milestone meetings and general schedule information was contained in the presentation. Project objectives and study area maps were reviewed. A summary of community participation was discussed. Many people are interested in this project and they will have plenty of ways to be involved.

**Facilitated District Forums (FDF):** The Study Area was divided into 6 geographic areas or districts— somewhat homogenous, not perfect. Individual forums will be held in each district. This will be a way to create an opportunity to connect to more people and learn about community values, needs, and resources. It will also expand lines of communication. The six groups will provide an opportunity to meet with folks in individual areas, spend time getting connected, provide food, etc. The overall district meeting agenda was reviewed. Steve reiterated that the Study Team greatly values the CRs' opinions of what will be most attractive to the community.

The **Outreach Plan**, along with the district meeting dates and locations was discussed.

District 1 - Linda Sims-Davis suggested Saturday meetings for the Northwest District to get better participation. It was felt that the Sabal Palm Elementary School would be a preferred location. Linda also suggested changing Northwest District to Mabry/Seminole Manor. Residents in this area do not consider themselves NW, but SW of Orange

District 2 – Bill Peebles prefers the FDF on Saturday. He agreed that the Lake Bradford Baptist Church would be a good location.

District 4 – Alice Simmons says her district has a lot of working people and she works on Saturday and Sunday. Week night might be better. Bill suggested Black swamp district be expanded to Springhill, otherwise people might not recognize the area

**All Districts:** Chris Dinklage wanted to know if Blueprint was advertising the District meetings.. The answer was no that invitations would be mailed to the people identified in each district. Also, signs would be posted in the areas a couple of days before district meetings. Chris suggested adding the CR to the invitation for their district. All CRs agreed with the idea.

Darrin Taylor asked if we would be sending out news releases for district meetings. He indicated that invitees need to include people who have an interest in a particular district, not just live in it. Steve said we would look into doing news releases. It has generally agreed that the district meetings would likely need to include some individuals who live outside the district but have an interest in the district (i.e. environmental, airport, Innovation Park)

Martha Wellman suggested that we alert organizations that have an interest in the different districts, but might not live in them. Community Reps could help alert more people with specific district interests, instead of the masses.

Linda suggested the neighborhood associations should contact their neighbors about the meetings by phone or in person.

Chris suggested that the flyers be bolder with simple statements like, “WE Want Your Input/Give Us Your Opinion It was generally agreed that this cannot be said too much... Chris also suggested blowing up each district map for the flyer, and not use the all districts map.

**Interactive Session Detail:** The interactive session was discussed, using Black Swamp District as an example

Next Meeting is January 11, 2007 at 5:30 p.m.

Happy Holidays!