

STEERING COMMITTEE | MINUTES

Meeting date | time 05/21/2019 | 1:00 PM

Meeting called by	Maureen Anway	Gloria Rocha	Devyn Quick
Type of meeting	Steering Committee	Anthony Benavides	John DeRuitter
Facilitator	Maureen Anway	Jinny Zeigler	Jeff Klein
Note taker	Maureen Anway	Maria Salinas	Chris Riggert
		Deb Sumer	Mark Doncey
		Cinthya Casillas	Christina Guzmán

AGENDA TOPICS

Agenda topic *Review and Edits to Minutes 04/10/2019*

- Maureen presented minutes and described their contents
- Maureen asked for any edits
- No committee members had any edits

Action items	Person responsible	Deadline
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None

Agenda topic *General Services Department Presentation & Feedback*

- The members introduced themselves around the table
- Maureen introduced the Hamilton Anderson consultants who are helping GSD design the Clark Park renovations
- The Hamilton Anderson consultants told the committee that they were proposing two broad ideas for the Clark Park redesign
 - o The first idea was to have wandering paths through the portion of the park closer to Vernor that also connected all of the activities in a loop
 - o The second idea was to have a larger pathway that begins at Vernor and continues down towards the more active portion of the park near the tennis courts and ice rink
- Some individuals who had not attend a steering committee meeting in the past had questions regarding the participatory budgeting process, overall Clark Park Redesign budget and timeline
 - o GSD and Invest Detroit did their best to provide answer to these questions and catch these new individuals up to speed

Action items	Person responsible	Deadline
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None

| Agenda topic *Budget Review & Approvals*

- Maureen presented the newly allocated community engagement budget to the committee (see below):

Item	Newly Budgeted	Spent to Date (5/21/2019)
Park Clean Up	\$3,000	\$0
Translation of Materials	\$400	\$0
Printing	\$863	\$0
Transit to Meetings	\$300	\$0
People Power	\$1,830	\$0
Students	\$750	\$0
Door Knockers	\$1,080	\$0
Opening & Closing Block Party	\$500	\$0
Steering Committee Team Building	\$300	\$0
Magnet/Promotional Material	\$450	\$0
Interpretation	\$200	\$0
Raffle	\$500	\$0
Refreshments	\$360	\$0
Childcare	\$200	\$0
Contingency	\$986	\$0
TOTAL	\$9,889	\$0

- She then asked the steering committee if they would like to use any of these funds to promote the upcoming GSD community meeting
 - o The new individuals had questions about the purpose of the engagement budget
 - o Maureen tried to explain the purpose of this budget and how the committee had allocated its dollars
- The committee decided to use \$360 to pay Hubbard Farms Neighborhood Association and Cristo Rey students to flyer within the entire Participatory Budgeting boundary
- The committee also decided not use their refreshment or interpretation funds for the GSD community event

Action items

Person responsible Deadline

Draft services agreement with HFNA	Maureen Anway	5/23/2019
Drop off flyers to Deb Sumner	Maureen Anway	5/23/2019

Agenda topic *Volunteer Opportunities*

- Maureen reminded the steering committee that she had received feedback from the evaluation report about providing more volunteer opportunities.

- Maureen requested that the steering committee think about opportunities that the Participatory Budgeting process could provide

Action items	Person responsible	Deadline
Maureen will follow up at the next steering committee meeting about volunteer opportunities	Maureen Anway	6/30/2019