

**Blueprint Downtown Steering Committee
Kick Off Meeting Minutes
Community Development Department, Large Conference Room**

December 12, 2018, 5:30 p.m.

Steering Committee Members:

- | | |
|--|---|
| <input type="checkbox"/> Betsy Brenneman | <input type="checkbox"/> Jill Ramiel |
| <input type="checkbox"/> Kirby Day | <input type="checkbox"/> Meilani Schijvens |
| <input type="checkbox"/> Daniel Glidmann | <input type="checkbox"/> Patty Ware |
| <input type="checkbox"/> Michael Heumann | <input type="checkbox"/> Christine Woll |
| <input type="checkbox"/> Wayne Jensen | <input type="checkbox"/> Ricardo Worl |
| <input type="checkbox"/> Laura Martinson | <input type="checkbox"/> Nathaniel Dye, Planning Commission Liaison |
| <input type="checkbox"/> Lily Otsea | |
| <input type="checkbox"/> Karena Perry | |

Staff:

- | | |
|---|---|
| <input type="checkbox"/> Laura Boyce, Senior Planner, CDD | <input type="checkbox"/> Beth McKibben, Senior Planner, CDD |
| <input type="checkbox"/> Tim Felstead, Planner II, CDD | <input type="checkbox"/> Jill Maclean, Director, CDD |

Agenda:

- I. Welcome and Introductions – 5:33 p.m.
Ms. Boyce welcomed everyone to the meeting.
Jill Maclean, the director, was introduced, as well as Tim Felstead and Beth McKibben.
The steering committees introduced themselves.
- II. Duties of the Steering Committee -
CBJ Clerk Beth McEwen provided an overview of advisory board requirements. She discussed the Open Meetings Act and highlighted that no one should respond “Reply All” to emails. Also, four or more members constitutes a meeting. She covered the quorum requirement – seven members makes a quorum. The attendance rules are that if you miss three consecutive meetings, you may be dismissed from the steering committee. Also, 50% attendance rate is required.
- III. Planning Process Overview
Ms. Boyce provided an overview of the project to date.
- IV. Next Steps
 - a. Steering Committee Meetings – Set Regular Dates
 - b. Appoint Chair and Vice Chair
 - c. Planning Presentation – What is Planning?
 - d. The Plan Process So Far – Consultants to Present
- V. Public Participation - None
- VI. Adjournment
Next Meeting Date: To Be Determined – a poll will be sent