



**CITY OF TACOMA  
SUSTAINABLE TACOMA COMMISSION  
MEETING MINUTES  
JUNE 17, 2009**

**DATE:** June 17, 2009

**COMMISSION MEMBERS PRESENT:** Kristin Lynett, Bill Anderson, Joanne Buselmeier, Tony Warfield, Bliss Moore, Dr. Jane Moore, Ken Schmidt, Louise Bray, Philip Coughlan, James Gawell, Dale Anderson

**COMMISSION MEMBER EXCUSED:** Elaine Ott

**OTHERS PRESENT:** Ken Peachey, Jessica Holden

▪ **Approval of the June 3, 2009 Meeting Notes**

The June 3, 2009 meeting notes were approved and adopted.

▪ **Establish Ground Rules**

Meeting ground rules were established as follows:

- One person to speak at a time
- Commission Chair to call on speaker(s)
- Active listening
- Respect each other; no personal attacks
- Commission Chair would keep group/person on track
- Meetings to begin and end on time
- No side conversations
- Keep comments short/brief
- Participation by everyone; no one dominates
- There are no bad ideas or comments
- Have fun !!

▪ **Establish Regular Meeting Days and Times**

In an effort to establish a compatible day to hold future meetings, a monthly calendar was passed around for members to designate which days of any month they were unavailable to meet. Near-consensus was for a late afternoon start time.

▪ **Review Draft By-law**

Members discussed Sections D. and E. of the draft by-laws regarding amending the quorum language. It was suggested to move forward with the existing language as-is, making amendments in the future, if needed.

- **Chair and Vice-Chair Nominations**

Qualifications/skills required of the chair/vice-chair:

- Communication/speaking skills
- Moderating/facilitating skills
- Having the time to dedicate
- Ability to remain neutral
- Organizational skills

A proposal was made and agreed upon to assign co-chairs with staggered terms, as opposed to chairs/vice-chairs. Nominations for co-chairs were: Louise Bray, Joanne Buselmeier, and Dale Anderson. Nominees gave a brief summary of their business backgrounds and qualifications.

- **Energy Efficiency and Conservation Block Grant (EECBG) Update**

On June 10, 2009, staff gave a presentation on the EECBG to the City Council's Environment & Public Works Committee. Following Council's review and discussion of the proposed projects and their grant request amounts, Council voted to accept the recommendations of staff for the proposed projects.

- **Review Resolution No. 37631 and Climate Action Plan**

Commission members took turns (orally) reading Resolution No. 37631. There was no formal review of the Climate Action Plan. The opportunity was afforded members to comment, pose questions or obtain clarification on any portions of the Plan.

- **Review Master's Thesis of UW Graduate Student, Julia Petersen**

Ms. Petersen spent three to four months this spring working on her project and met with City staff to talk about the City's efforts and the directions they'd like to take. She expressed the importance of defining what sustainability means and developing a vision; a balance between trying to get actions moving quickly and taking the time to make sure the public and City staff has developed these visions. Members reviewed Ms. Petersen's ten recommendations as part of her thesis.

- **Other Business and Communication**

- To reduce the high-volumes of paper in reproducing hard-copy documents for meetings, members were asked to please request copies in advance, otherwise only a small supply of hard-copy documents will be made available at meetings.
- Members will discuss and plan the development of a Sustainable Tacoma Commission website.

- **Objectives for Next Meeting**

- UW Graduate Student, Julia Petersen, will be invited to give a presentation on her thesis.
- Several members of the Green Ribbon Task Force will be invited to offer some background into the development of the Climate Action Plan.
- Members to vote 1) on amending the draft by-laws regarding the duties of co-chairs vs. chair/vice-chair; and 2) for co-chairs and their actual terms.

The next meeting of the Sustainable Tacoma Commission will be Tuesday, July 14, 2009, 3:30 p.m. to 5:30 p.m., Tacoma Municipal Building, Room 248.