



Charter Review Agenda Subcommittee Minutes

Tacoma Municipal Building North, 733 Market Street, Room 12
www.cityoftacoma.com/charterreview

January 16, 2014

Chair Baarsma called the meeting to order at 8:30 a.m.

Committee Members Present: 5 Baker, Leighton, Merritt, Miller (arrived at 8:41 a.m.), and Chair Baarsma.

Committee Members Absent: 0

Chair Baarsma welcomed everyone to the first 2014 Charter Review Committee Agenda Sub-committee meeting. Chair Baarsma asked for a motion to suspend the formal discussion using Robert's rules in favor of a general discussion.

Mr. Merritt moved that Robert's Rules be suspended in favor of general discussion. Mr. Leighton seconded the motion. A voice vote was taken and motion declared carried.

ELECTIONS OF VICE CHAIR AND SECRETARY

Chair Baarsma asked for suggestions on how to proceed with the election of the Vice Chair and Secretary positions. The Subcommittee suggested members provide nominations to the charter review liaison by January 20 in order to vote and elect the members at the next meeting on January 22. Discussion ensued regarding the roles of the Vice Chair and Secretary.

GROUND RULES AND PROCEDURES FOR OPERATIONS

Presentation on Consensus Planning Process

Jim Merritt shared his thoughts regarding using a framework for discussion for the charter review process and presented a Gantt chart format as well as a process flow-chart on decision making.

Discussion ensued regarding elements of the process including how to educate the Committee early and ways to determine interest areas. Discussion continued delineating target areas that are known to be of interest while researching topic areas that are not currently known to be of interest. The chair expressed interest in inviting experienced people to come and talk to the group, it was added that having a point-counterpoint would be a productive way of offering all sides of an issue

Mr. Miller asked about the communication plan and asked Jeanne Harris to follow-up at the next meeting with what the plan was going to be.

Chair Baarsma announced the availability of college students to help with research. Discussion ensued regarding public input and the importance of all forms of information gathering needed to happen as a parallel process.

The group went over the memorandum from 2004 on rules and procedures and adapted it to the 2014 process.

FUTURE MEETING DATES

The committee discussed having a regular meeting schedule and a general timeline for the process.

OTHER BUSINESS/UNFINISHED BUSINESS

Chair Baarsma stated the next meeting of the Charter Review Committee will be on Wednesday, January 22, 2014 at 6:00 p.m. in the Tacoma Municipal Building North, 733 Market Street, in Room 16.

PUBLIC COMMENT

There was no public comment.

COMMITTEE COMMENTS

There were no additional comments by the Committee.

ADJOURNMENT

On proper motion the Charter Review Agenda Subcommittee adjourned at 10:31 a.m.

Bill Baarsma, Chair

Jeanne Harris, Charter Review Liaison