

Citizen Conservation Advisory Board

January 29, 2018

Meeting Notes

Meeting began at 3:35pm

Members Present: Hannah Cail, Brian Fadie, Lisa Fairman, Diana Hammer, Patrick Judge, Ken Knudson, Sarah Norcott, Richard Sloan, Greg Ross, Denise Roth Barber

Resources: Sarah Elkins, Iryna O'Connor, Ron Alles

1. Introductions – Staff, Board Members

After introductions around the table, Ron Alles (City Manager), welcomed members of the advisory board and thanked them for their time and effort. He recognized the value of our volunteers to our city government and mentioned his appreciation for the board's future activities.

2. Board roles and responsibilities – Iryna O'Conner, Deputy City Attorney

See attached PDF, Iryna's slides provided to the group.

Iryna suggested that members request information from staff ahead of any meeting to give them time to collect information. Ron reminded the group that some answers are easier and less time consuming to answer than others. All agreed to request information via the Chair or Sarah, rather than going directly to any city staff.

Any questions regarding legal activities, public meeting and public records requirements, ethics, conflict of interest, etc. must be directed to the city attorney's office.

3. Housekeeping – Sarah Elkins, City Public Affairs Specialist

- Future meeting dates and agenda items

The board agreed to meet the second Thursday of each month beginning at 4:30pm. The next meeting will be March 8th. Members are encouraged to review the 2009 report, as well as the city conservation projects matrix of projects Sarah will provide in the next few weeks, prior to the next meeting. Members are also encouraged to contact Sarah with anything they'd like to see on the March meeting agenda.

Items already expected to be on the agenda are an update from Troy Sampson, our community facilities superintendent, on the current status of energy efficiency projects, and an update on the state of recycling in the city, provided by Pete Anderson (Solid Waste Superintendent), Kim Carley (Recycling Manager), and John Hilton (Helena Recycling).

Denise requested that Pat Judge give a brief summary of his work with the first advisory board as well.

- Develop organization purpose statement

All agreed that developing an organization purpose statement would be useful for the group to define the scope of activities, and to review that purpose statement periodically as technology and issues change over time.

All agreed to consider their areas of interest within the conservation/climate change broad fields, and will bring their suggestions to the next meeting for discussion.

- Plan for officer roles

All agreed on a structure of Chair & two Vice Chairs. Three members demonstrated interest in the roles. All agreed to consider whether they are interested, and Sarah will ask the two members not present at the initial meeting whether they are interested. If more than three people demonstrate interest, Sarah will bring a list (slate) to the next meeting for a vote. All agreed that it makes sense to consider a rotation of these positions annually.

Sarah will provide resource documents on the website created for this advisory group (<http://www.helenamt.gov/city-manager/citizenconservation.html>) to avoid large attachments via email, and to provide easier access to any documents needed by the group. The website is available to the public as well. Resources posted will include the requested by-laws sample(s), the updated city conservation projects matrix (when available), meeting agendas and notes, the list of current members, and any other resources and links requested by members.

- Rules/consensus definition & voting

Sarah mentioned the sample consensus document copied on the back of the meeting's agenda, and members agreed to review to decide whether to make adjustments, use it as-is, or scrap it and create their own voting process. Members will discuss at the next meeting what, if any, the process will be to replace members under specific circumstances. Members will review the sample by-laws provided by Sarah, and will bring to the next meeting suggestions and ideas for changes. All agreed to discuss what qualifies as a quorum after the Chair and Vice Chairs are selected.

- Committees

All agreed that when the organization purpose statement is complete, and areas of interest are defined, it may be a good idea to create committees within the board to focus on research in those areas, and to provide ideas to the larger group.

All agreed that there must be an education component, perhaps one of the committees, to address public information and education around city activities within the scope of this board's interest.

Pat mentioned that education was a core component of the recommendations of the original committee created in 2008 under the guidance of Alan Peura and Stan Bradshaw.

Brian asked about the specific part of the resolution requiring an annual report to be provided as part of the city's budget process, and asked about the timing of the city's budget process.

Ron gave a brief overview of the process: Departments are currently reviewing their needs for FY2019 and are preparing their department budgets to present to the city manager. The city manager will meet with them individually to discuss the department proposed budgets, and will provide a draft budget, following those meetings, to the city commission. The city commission will meet to discuss each part of the budget, likely multiple times, prior to accepting the final FY2019 budget in late June. The city's fiscal year is July 1 – June 30.

Members can review the budget calendar and all budget documents on the Administrative Services Department website: <http://www.helenamt.gov/asf.html>

4. Public comment – None. No members of the public were present.

5. Adjourned at 4:50pm

Action Items:

- Sarah post by-laws sample(s), city conservation project status matrix, consensus decision sample provided at the meeting, Iryna's presentation
 - Members review by-laws sample(s) for suggested changes, conservation project matrix provided by city departments, and Resolution 20347 creating the board
 - Members consider their own areas of interest within the conservation/climate change fields to present to board in consideration of developing an organization purpose statement
 - Members consider interest in positions of Chair or Vice-Chair(s), contact Sarah to be included in slate for next meeting
 - **Next meeting: March 8th, 4:30pm, location TBD.**
-