

- 1) Call to Order
 - a. 6:33 motion to convene Owens, second Boykin 5,0,0
- 2) Executive Leadership Meeting Schedule – Discussion and Dates Set
 - a. Would like to have regular meetings scheduled out ahead of time
 - b. It's important that we have alignment on NEAC leadership
 - c. Meet frequently at first and then once aligned, lower meeting frequency. Monthly at first. For 6 months?
 - d. First Tuesday of every month until August. 6:30 at Near East Pride Center
- 3) General Body Meeting Agenda Building
 - a. Committee Meetings and Shared Expectations
 - i. Community Presentations at Committee Meetings
 - ii. Timely agendas and minutes from committees for general body agendas and minutes
 - iii. Committee vice chairs, help with notes, spread workload, development for new commissioners, succession planning
 - iv. Community presentations to committees, who will provide materials and quick summary to general body, materials posted on website
 - v. Zoning project documentation sent (by zoning secretary or commission secretary?) and reviewed prior to general body meeting
 - vi. Committees can also assign secretaries
 - b. Agendas will be available ahead of time in the future
 - c. Requests for transfer - agenda and minutes templates, signature stamp, Facebook page credentials, desk name plates, email lists, current community members on committees with contact information, if known.
 - d. For general body discussion – desk nameplates, or on person name tags? Commissioner Owens can get cost and source name tags from a few places
 - e. General Meeting discussion, Email signatures for commissioners when responding to commission business, to include website, signature format, template for meeting.
Hutchison
- 4) 2022 Commission Development
 - a. Retreat
 - i. Retreat for commission, second day invite community committee members, goal setting, run by third party, annual, create alignment, get to know each other, ad hoc committee to develop?
 - b. Goal Setting
 - i. Communication and transparency
- 5) Other Meeting Topics Not Listed
 - a. NEAC zoning and planning policy, reduce repetitive discussions, inform neighbors and developers what to expect, Curry Da Souza - really need to support this
 - b. Commission responsibility to send post cards, mail issues, better to over communicate, yard sign status?, do we have to communicate all projects the same way?,
 - c. Commission discussion, what should be in zoning, what should be in planning, recommendations from committees too,

- d. Community engagement designed to engage civics and neighbors, make a standing committee, Chair Russell open to this and will ask the committee, helps distribute commissioners and community members, spreads workload, need a clear definition of the committee for the bylaws, what is the objective?, Curry-Da-Souza presentation, attending civics is important for engagement,
 - e. Review regulation 3109.01 that defines commissions for discussion in next meeting
 - f. Distribute and shuffle commissioners more frequently between committees for development, contribution, etc
 - g. Bylaws – describe at large seats better, HR-orientation, onboarding, - agenda order, key note speakers first,
 - h. Prayer – government entity, nondenominational, rotate between churches on the Near East side?, neighbors are all religions, not sure what we'll do until the at large religion seat is filled unless another commissioner volunteers
 - i. Linden reference – police and fire department updates, parks and recreation, city attorney,
 - j. General body meetings – neighbors ask zoning, planning questions first, take to committees first
 - k. One district seat up each year, divide at large seats so that there is at least one elected per year,
- 6) Close of Meeting
- a. 8:00 Commissioner Boykin exited
 - b. 8:30 adjourn 4,0,0