

Steering Committee Meeting #1

Monday, January 8th, 2018

7:05 p.m. – 9:00 p.m.

West Valley Branch Library
1243 San Tomas Aquino Road

Agenda

Meeting began at 7:05 p.m.

Attendees: Ramona Snyder, Jeffrey Englander, Steve Ling, Doris Livezey, Frank Ponikvar, Helen Dubois, Charlsie Chang, Rose Dhaliwal, Jerad Ferguson

1) Old Business

a. Finalize the following:

- i. Project proposal categories
- ii. **Final categories chosen were:**
 1. **Arts & Culture – Ramona**
 2. **Environment – Jeff**
 3. **Education & Technology – Steve**
 4. **Parks & Recreation – Doris**
 5. **Streets, Sidewalks & Public Safety – Frank & Helen**
 6. **Youth & Seniors – Charlsie**
 7. **Other – assigned to steering committee member and/or budget delegates as needed**
- iii. Idea Submission protocol
 1. **Submissions to be done via online, drop-offs at West Valley & Calabazas libraries, drop-offs at Cypress Community Center, and at a few high schools serving D1 youth**
 2. **Steering Committee and D1 Office to work with D1 Youth Advisory Council (YAC) to outreach to high schools**
 3. **Steering Committee to send blurbs to school districts to include on newsletters/outreach**
 4. **Potentially recognize students who had their submissions voted on**

For questions or concerns, please email district1@sanjoseca.gov or call (408) 535-4901.

Additional information on District 1's Participatory Budgeting can be found at www.d1decides.com.

5. All individuals who submit a proposal must include their full name and a method of contact (ie: phone/email)
- iv. Proposal vetting criteria
 1. Mandatory criteria for proposals submitted to stay the same – no additions
- v. Voting Process
 1. Online, at “ballot day” fairs at 2 locations (a high school and the Cypress Community Center) on 2 separate dates
 2. Steering Committee Members suggested having light refreshments, inventory checklist w/ notes section, and a separate area for attendees to fill out ballots at “ballot days”
- vi. Voter criteria
 1. Must be at least 14 years of age
 2. Must live, work/own a business, or attend school in D1
 3. Must provide name and phone #
 4. Email is optional

2) Outreach Plan

- a. Steering Committee to work on creating consistent messaging
- b. Mission to include the importance of longevity and impact of projects on the community
- c. Placing flyers/information at elementary schools for parents

3) Plan Workshop for Budget Delegates

- a. 2 potential dates selected: Jan 17th at 7pm and Jan 29th at 7pm
 - i. D1 Staff to reach out and confirm best date with Delegates
- b. D1 Staff to reach out to a city staff member or steering committee member from a D3/D5 PB to speak to the delegates and provide a real-life example of how the process goes

4) Establish recurring schedule for future meetings

- a. Meeting #2: February 7th, 2018 at 7pm
- b. Meeting #3: March 7th, 2018 at 7pm

5) Next Steps

- a. D1 Staff to work on getting D1 demographics information
- b. D1 Staff to provide contact information for school district superintendents
- c. Steering Committee to work with D1 Office to create a letter from Chappie and the Steering Committee to Superintendents
- d. Frank to work on creating first draft of D1 Rulebook
 - i. D1 Staff to provide e-copies of D3 and D5 rulebooks for reference
- e. D1 Staff to send over FAQ page, project proposal sheet, and outreach flyer
- f. D1 Staff to confirm # of Budget Delegates
- g. D1 staff to make project proposal submission live

6) Questions/Comments?

Meeting adjourned at 9:00 p.m.