

Steering Committee Meeting #2

Wednesday, February 7th, 2018

7:00 p.m. – 8:00 p.m.

Calabazas Branch Library

1230 S. Blaney Avenue

Meeting Minutes

Meeting began at 7:16 p.m.

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

1) Outreach Plan

a. Letter to School Superintendents

- i. **Ramona will send letter to superintendents (high schools for student participation and elementary/middle schools for parent participation)**
- ii. **Suggestion to add the following: “Please contact me either way” or something along those lines**
- iii. **Identify a point of contact at schools for submission pick-ups**

b. Social Media & Nextdoor Posts

- i. **Encourage BDs to promote via own outlets**
- ii. **Encourage folks to share with their school communities**
- iii. **D1 to send e-blasts to neighborhood association leaders**

c. Common Message – Sharing with Residents

- i. **\$200k of city money, D1 residents in control, think Big**

d. Flyers/submission papers in common areas

- i. **Post in all schools, coffee shops, small businesses, little leagues, Parent Teacher Associations, HOA’s, etc**
- ii. **D1 Staff to share editable google doc with SC to add which locations have been visited**

2) D1 Decides Rulebook

- a. **D1 Staff to upload onto website and add Steering Committee and Budget Delegate names/neighborhoods**

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.

- 3) Meet with your Budget Delegates to vet submitted project proposals
 - a. D1 staff to create shareable google spreadsheet with submissions for SC and BDs to view/edit

- 4) Next Steps

- a. D1 Staff to set up follow up meeting with budget delegates to outline process in detail, including 'good' and 'bad' examples
 - i. Will include memo sample, walking through process, examples from other PB processes
- b. D1 Staff to update with email addresses and send city staff contacts to Steering Committee and Budget Delegates

- 5) Questions/Comments?

Meeting adjourned at 8:36 p.m.