# Denver 2020 Climate Action Task Force Meeting 12 Agenda

When: May 28th, from 8:30 to 11:00  
Where: Zoom meeting  

Meeting Objective: Agree on major solutions elements and final aspects of revenue package.

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
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<tbody>
<tr>
<td>8:30</td>
<td>Welcome and Purpose</td>
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<tr>
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<td><strong>Purpose:</strong> Open meeting with clear direction and good news.</td>
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<tr>
<td>8:45</td>
<td>Solution topics for TF discussion</td>
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<td><strong>Purpose:</strong> Review topics elevated for TF discussion and reach consensus</td>
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<tr>
<td>10:00</td>
<td>Finalize Revenue</td>
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<td><strong>Purpose:</strong> Review survey results and finalize any remaining items as needed</td>
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<td>10:45</td>
<td>Report roll-out</td>
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<td><strong>Purpose:</strong> Determine how to roll out the final set of recommendations</td>
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<td>10:55</td>
<td>Closing</td>
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<tr>
<td>11:00</td>
<td>Adjourn</td>
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Group Norms

1. **Chatham House Rule**
   a. You may share generally what was said, but do not attribute specific comments to the speaker. This allows people to speak more freely and to build trust. For more see: [https://en.wikipedia.org/wiki/Chatham_House_Rule](https://en.wikipedia.org/wiki/Chatham_House_Rule)

2. **Speaking Publicly**: When speaking with someone about what the task force is thinking, only speak on behalf of yourself. When the task force wishes to make a public statement about an agreement they have reached, they will agree as a group how to share that publicly.

3. **Platinum rule**: Treat others how “they” want to be treated

4. **Being present and use of technology**
   a. No working during the meeting or using technology except for taking notes or research.
   b. If you need to take a phone call, step away and come back present.
   c. Keep phones on silent.

5. **Respecting all people & ideas** (address the issue and not the person)
   a. When someone presents and idea you don’t agree with, listen to understand, ask questions
   b. No side-bar conversations
   c. Honor intent and focus on impact. You may not intend to offend people, so think about the words you use.

6. **Encourage 100% participation and share dialogue**
   a. Say what you need to say succinctly
   b. Speakers listen more & listeners speak more
   c. If you have something to say, turn your name tent up so that people know you want to speak

7. **Come with an open mind and positive mindset**
   a. Think with a fresh mind
   b. Think outside your box, be open to ideas that are outside of that

8. **Begin and end on time**

**Process Considerations:**
- Need for gallery engagement (the audience), what in the structure allows for dialogue. Include more mics for gallery so they can hear
- Timekeeper: Have someone with a beep or alarm
- Electronic polling: Be efficient so it can be captured, and they can take action
- Live note taker, to ensure things are transcribed correctly later
- Appreciate the complexity: Set macro parameters early. Think big-picture.
- Schedule very short breaks each hour to allow people to check phones so they can be present for the whole time.