

## Denver 2020 Climate Action Task Force Meeting 2 Agenda

When: Jan 30<sup>th</sup>, from 1:00 to 4:30

Where: Grand Mesa room (2<sup>nd</sup> floor) Denver Elections, 200 W 14th Ave, Denver CO 80204

Time	Agenda Item
1:00	<b>Social Time (30 m)</b> <i>Purpose: Get to know each other. Snacks and drinks will be provided for Task Force members.</i>
1:30	<b>Welcome (10 m)</b> <ul style="list-style-type: none"> <li>• Opening honoring of the land and prayer</li> <li>• Good News</li> <li>• Meeting Agenda Review</li> </ul> <i>Purpose: Open meeting with clear direction and good news.</i>
1:40	<b>Equity Workshop (50 m)</b> <i>Purpose: Shared understanding of equity within the climate context.</i>
2:30	<b>Short Break (10 m)</b>
2:40	<b>Purpose: Equity Workshop Continued (60 m)</b>
3:40	<b>Short Break (10 m)</b>
3:50	<b>Public Engagement Planning (30 m)</b> <i>Purpose: Agree on public engagement path forward and next steps.</i>
4:25	<b>Closing (10 m)</b> <i>Purpose: Provide enough grounding for the path forward and what needs to be done.</i>
4:30	<b>Adjourn</b>

## 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 an 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.