

Denver 2020 Climate Action Task Force Agenda

When: February 20th, from 8:00 to 11:00

Where: Denver Regional Council of Governments, Board Room, 1001 17th St #700,
Denver, CO 80202

Time	Agenda Item
8:00	<p>Welcome and Purpose (20 m)</p> <ul style="list-style-type: none"> • Good News • Meeting Agenda Review <p><i>Purpose: Open meeting with clear direction and good news.</i></p>
8:20	<p>Learning about solutions by topic (90 m – includes self-directed break)</p> <p><i>Purpose: Work with technical experts to follow-up on reading material learning and answer questions.</i></p>
9:50	<p>Brainstorming Solutions (50 m)</p> <p><i>Purpose: Generate solutions and opportunities to ensure the solutions are equitable and feasible and think through the phasing of when they could be implemented. Note, solutions are not being prioritized at this phase.</i></p>
10:40	<p>Closing (20 m)</p> <p><i>Purpose: Close meeting and set up success for path forward, including prioritizing site visit opportunities.</i></p>
11:00	<p>Adjourn</p>

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
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.