

Denver 2020 Climate Action Task Force Agenda

When: March 5th, from 1:00 to 4:30

Where: Community College of Denver in the Confluence Building Assembly Rooms, 800 Curtis St. Denver, CO 80204

Meeting Objective: Agreed upon final draft of overarching goal and long-term outcomes

Time	Agenda Item
1:00	Social Time
1:30	<p>Welcome and Purpose (20 m)</p> <ul style="list-style-type: none"> • Good News • Meeting Agenda Review • Proxy Voting <p><i>Purpose: Open meeting with clear direction and good news.</i></p>
1:50	<p>Backstop Goals and Outcomes and TF Observations (40 m)</p> <p><i>Purpose: City shares existing goals to build from; Task Force members share observations about draft overarching goal and long-term outcomes.</i></p>
2:30	<p>Redrafting of Goal and Outcomes (20 m)</p> <p><i>Purpose: Small groups incorporate work into new drafts.</i></p>
2:50	<p>Agreement for Final Draft of Overarching Goal and Long-Term Outcomes (60 m)</p> <p><i>Purpose: Close meeting and set up success for path forward, including prioritizing site visit opportunities.</i></p>
3:50	<p>Meetings in a Box Round 1 feedback and MIB Round 2 Design (30 m)</p> <p><i>Purpose: Understand feedback as it relates to solutions and supports.</i></p>
4:20	<p>Closing (10 m)</p> <p><i>Purpose: Close meeting and set up success for path forward, including revenue subcommittee report-out.</i></p>
4:30	Adjourn

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.