



**NEIGHBORHOOD ADVISORY BOARD
SUMMARY MINUTES
THURSDAY, SEPTEMBER 15, 2011 @ 6:30 PM
CITY HALL, GALLERY AREA
200 WEST FIFTH STREET**

BOARD MEMBERS PRESENT:

Members present are denoted by an “*” and members absent are denoted by an “x”.

NAME	DISTRICT	NAME	DISTRICT
VACANT	1	Vivian Kennon x	1
Lillian Outterbridge, Vice *	2	Rodney Bailey x	2
Ann Maxwell, Chair *	3	Vince Bellis *	3
Rick Smiley *	4	Caroline Doherty *	4
Melissa Tilley *	4		
Jane Munson *	5	Brenda Diggs *	5

ALTERNATE MEMBERS/LIAISONS PRESENT:

NAME	DISTRICT	NAME	DISTRICT
William Gibbs	1		
Scott Hucks	4		

CITY STAFF PRESENT:

Laura Searfoss, Neighborhood Liaison/Ombudsman; and Gwen Turnage, Administrative Assistant; and Carl Rees, Urban Development Senior Planner

MEETING AGENDA, DISCUSSION AND ACTIONS:

- I. **ROLL CALL**—Quorum was established
- II. **APPROVAL OF MINUTES**—August 18, 2011
 - Motion: Rick Smiley
 - Second: Jane Munson
- III. **ORGANIZATIONAL ASSESSMENT**
- IV. **OLD BUSINESS**

In response to the ordinance between bars and single family residences, Ann Maxwell, the NAB chair, commended the board its effort to assist citizens in City Council District 2.

Councilmember Max Joyner removed this item from the City Council’s September agenda, because the petitioner withdrew his request to locate a club less than 500 feet from a single-family area.

Ms. Maxwell said the NAB should monitor this issue for citizens in District 2, because it may potentially return to City Council as a request for a “dining and entertainment establishment.”

Laura Searfoss, Neighborhood Liaison/Ombudsman, said that Planning Division staff would be reporting on the NAB’s three additional recommendations about separation between nightclubs and residential areas to City Council in October.

V. BRAINSTORM AND EVALUATION SESSION: 2011 WORK PLAN PRIORITIES AND NEIGHBORHOOD SYMPOSIUM IDEAS

The board brainstormed the following ideas to accomplish priorities from its 2011 Work Plan (please note this list is not comprehensive):

1. Educate neighborhoods—people need a central location to information concerning their neighborhood.
2. Ideas to get citizens interested in the NAB efforts
3. Better relationships with City Council members
4. Have all the neighborhoods get together for a “fun day”—dance, sing, etc.
5. Change the “symposium” to something that is going to grab the community’s attention
6. Classes to meet the educational needs of neighborhoods, etc.
7. Get information to neighborhoods.
8. Work on re-establishing neighborhood associations

The NAB determined the following details for its 2012 Neighborhood Symposium:

Date: Saturday, April 7, 2012 (weekend after March Madness ends)
Time: 9:00 AM–4:00 PM

Some NAB members suggested having sessions repeat, so that everyone can rotate through every session. To finance, the NAB will need to determine how much it wants to spend and request a budget from City Council.

The NAB also suggested the following ideas for publicity: find interesting ways to announce speakers; GTV; flyers (post online so people can print off); newspaper; website; incentives for neighborhoods to attend, like a drawing; etc.

The NAB discussed setting up a committee to plan the symposium.

VI. DISTRICT 5 NEIGHBORHOOD MEETING

The NAB decided to use the same facilitated discussion format that it used at its District 2 meeting. Ms. Searfoss said she would follow-up by email with more details about the meeting.

VII. MOTION TO ADJOURN

Motion: Jane Munson

Second: Lillian Outterbridge

Having no further business, the meeting adjourned at 8:27PM.

Respectfully submitted,

Laura Searfoss,
Neighborhood Liaison Ombudsman
Community Development Department

Round-robin Group Discussion

Participants will be in groups of 6–7 people; each group will have 1 facilitator and 1 recorder.

- Each participant will have 1) one pen and 2) three 3x5 cards to record his or her responses.
- Each recorder will have several pieces of newsprint; 3–4 markers; and 1–2 large Post-it notes.

Explain meeting format in detail: 5 minutes

Ask questions in large group: 5 minutes

Main facilitator: Read each question, giving participants about 60 to 90 seconds to answer each question on his or her 3x5 card (one answer per card).

Share and discuss responses in small groups: 30 minutes

Once the main facilitator has asked the three questions, the small-group discussion begins.

Introductions.

Facilitator: Ask participants to go around the table and introduce themselves and what neighborhoods they represent.

Recording the responses.

Facilitator: Read each question and ask participants to go around the table and share their responses one at a time.

Recorder: Write down the responses as participants read them, trying to stay as close to the original wording as possible.

Small-group discussion (occurs once the small-group facilitator has read the original questions and the participants' responses have been recorded).

Facilitator: Ask “Is there anything missing or surprising about this information?”

- Participants may offer more information.

Recorder: Write any new information, ideally in a new color.

Identify 1–2 key findings.

Facilitator: Ask what concerns and/or actions would the table as a group rank as most pressing concern; most important issue; best solution; etc.

- Based on this discussion, the table should come up with one or two key findings from its individual discussion.

Recorder: Write the finding(s) on a large Post-it note (use one note per finding) to share with the entire group.

Share key findings with all participants: 5 minutes

Main facilitator: Ask each small-group facilitator to share his or her table's key finding(s).

Facilitator: Put up your post-it note on the piece of newsprint at the front of the room as you explain it.

Thank you and explanation of how the information will be used: 5 minutes

Main facilitator: Thank the participants for their time and willingness to share this information with the Neighborhood Advisory Board (NAB).

Main facilitator: Explain (again) that this information will be catalogued, and city staff will route action items to city departments for resolution (when possible). Tell the participants that they will receive a list of all the information gathered at the meeting and how action items were handled (in about one month).