



**Boards and Commissions Task Force  
Minutes  
Wednesday, January 16, 2019  
7:00 p.m. – 8:30 p.m.  
Red Maple**

**Commissioners present:** John Becker, Anne Goodman, Steve VanGrack, James Hedrick, Ben Parry, Jack Kelly, Anne Herbster, Anita Powell.

**City staff:** Deputy City Manager Jenny Kimball, City Attorney Cindy Walters, City Clerk Sara Taylor-Ferrell, Executive Assistant Jackie Mobley

**Guest:** Brigitta Mullican

**I. Convene**

Meeting convened at 7:03 p.m. Mr. VanGrack announced that Laurie Gira is not able to continue serving on the Task Force.

**II. Review minutes**

Approved minutes from December 12 and December 19, 2018

**III. Survey Questionnaire**

Reviewed the cover letter, questionnaire and project timeline.

Cover letter will have the vision, mission, goals and objectives document attached (as second attachment) and will reference the due date (two weeks).

Remove the text in the second paragraph of the questionnaire introduction, with the exception of the first sentence, since we cannot promise the anonymity of the respondents.

Approximately one week after the questionnaire distribution, BCTF members will reach out to their assigned Board and Commissions chairs to send the survey monkey link again and remind them of the deadline. BCTF members will do follow up phone calls or emails as they see fit. Staff liaisons will be copied on email communication.

Staff will update the Board and Commission chair and liaison contact list to include all the email addresses.

Steve will take over the boards and commissions assigned to Laurie Gira.

Suggested notifying the general public that the questionnaire work is underway through [www.rockvillereports.com](http://www.rockvillereports.com), since the general public will be surveyed later in the process.

**IV. Other Work Plan Items**

While the questionnaire data collection and analysis is underway, the Task Force will work on:

- Appointment Process
- Guidelines & Procedures
- Engaging more volunteers
- New Boards/Commissions

**V. Future Meetings**

Wednesday, January 30, 2019, 7-8:30 p.m.

Black-Eyed Susan conference room (3<sup>rd</sup> floor)

- Discuss the questionnaire for past board and commission members

Wednesday, February 6, 2019, 7-8:30 p.m. **TBD**

Wednesday, February 20, 2019, 7-8:30 p.m.

**VI. Adjournment**

Meeting adjourned at 8:34 p.m.