
Agenda

Moving Forward Milwaukie: Enhancing Our Commercial Districts

Project Advisory Committee Meeting #1

Monday, September 23, 2013

5:30 P.M. – 8:30 P.M.

Public Safety Building, Community Room, 3200 SE Harrison Street

Welcome! Thank you for attending the first Project Advisory Committee (PAC) Meeting for *Moving Forward Milwaukie*. We're very happy you have chosen to be involved in this exciting project.

Please take a few minutes to read and understand the guidelines included on the back of this page.

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| 1. Welcome and Introductions | 5:30 |
| 2. Project Schedule | 5:35 |
| 3. Purpose of the Advisory Committee, Project Overview and Scope of Work | 5:45 |
| 4. Public Involvement Plan and Opportunities for Engagement. | 6:10 |
| 5. Review of Format/Materials for Public Events | 6:25 |
| 6. Break | 6:35 |
| 7. Development Roundtable Summary | 6:45 |
| 8. Report on Preliminary Market Analysis | 7:00 |
| 9. Opportunity Sites SWOT Discussion | 7:20 |
| 10. Next Steps | 8:20 |
| 11. Adjourn | 8:30 |

Moving Forward Milwaukee: Enhancing Our Commercial Districts
Project Advisory Committee

Guidance for Participating on the Advisory Committee

The following guidance is provided to help Advisory Committee members understand their responsibilities and the ground rules for participating in the Committee. These rules are design to encourage civil discussion and decision-making.

Roles and Responsibilities

All advisory group members should be provided some orientation to their responsibilities as members of the advisory group. Individual members generally should not speak for the advisory group, only for themselves, unless designated by the group as its spokesperson. At a minimum, members should:

- Commit to attend all seven meetings, or send an alternate in their place
- Read, learn and absorb information quickly and accurately
 - Review project deliverables and provide feedback
 - Provide guidance for the project team
- Articulate their interests, concerns and perspectives on any issue being addressed
- Maintain an open mind regarding other views
- Focus on the “big picture”
- Work as a team member
- Participate collaboratively in group decision-making
- Constructively manage conflict between themselves and others in the group.
- Act as liaison between the Committee and the broader community
- Take responsibility for the success of the meeting

The group should strive for consensus where possible, but establish a "fall back" method of a simple or super majority for cases where this is not possible. Minority reports may provide a mechanism for those with different views to express concerns.

Anne Fifield <fifield@econw.com>Ground Rules

The group should agree to some basic ground rules for their discussions. Post the ground rules at every meeting, so that if discussion gets off track or someone is dominating the discussion, the chair or facilitator can remind the group of previously agreed-to-ground rules. Examples include:

- Listen carefully and speak honestly
- Respect the views of others
- Keep an open mind
- Critique issues, not people
- Allow everyone to speak without dominating the conversation