



**Type of Meeting:** Regular monthly

**Meeting Number:** 2

## Minutes

**Agenda item:** Roll Call

**City of Littleton Members Present:** (3) Ryan Thompson, Samma Fox, Kyle Schlachter

**NGAC Members Present:** (8/11) Iftin Abshir, Will Maline, Katie Crass, Abbie Steiner, Malcom Pena, Jr., Carrie Zwanzig, Deziree Biggins, Kalee Policio

**Agenda item:** Discussion and election of NGAC Chairs

**Overview:**

Interested members gave short statements regarding qualifications for chair positions. Vote and motion to close results.

**Chair:** Iftin Abshir

**Co-Chair:** Will Maline

**Secretary:** Katie Crass

**Action items**

Action items	Person responsible	Deadline
✓ Set meeting agenda	Chair	Send week prior
✓ Meeting minutes	Secretary	Approved minutes posted week after
✓ Attendance report	Secretary	Ongoing

**Agenda item:** Agreements Together

**Overview:**

Four small groups formed, dialogue on the NGAC rules of engagement, expectations were brainstormed and presented back to full group for discussion.

**Presentations:**

Malcom

- Bi monthly meetings
- Rotate NGAC members attending city council meetings
- Determine the “at large” member role within the committee – focused or specialized
- Secretary responsibilities could include maintaining contact list, minutes, structure of communication – posting minutes on Littletongov,
- Each member should bring a new idea, newsworthy item, community current event to NGAC meeting

William

- 75% attendance (9/12 monthly meetings) agreed on
- Lead time for meeting absence – please email committee chairs day of

- October – revisit the “agreements together” and reassess – frequency, addition of positions, needs, what is / isn’t working
- City council meeting attendance – 6x meetings per quarter, each member attend 2x meetings per quarter
- Study sessions – any integration or joint study sessions, opportunity to get expectations from council on communication or how we specifically provide formal recommendations
- Attire – not formal, but be respectful, business casual
- Social media – NGAC social meeting presence (public/private), provide notes
- Second monthly meeting – not mandatory, recap previous meeting
- Outline NGAC initiatives – short term / 6 months; long term / yearlong goals
- Budget – no budget available, can request with ideas

Iftin

- Bi monthly meetings
- Council meetings – attend or watch, as a group to decide
- Bringing ideas – sharing updates or new, “pulse” on Littleton with events, emails in a combined list
- Respect – respect the opinions and time of other NGAC members
- Approved minutes one week after meeting date
- Voting on motions – become more rule oriented
- Get involved – get out to attend events, council meetings, community engagement – should we quantify goal for NGAC members

Abbie

- Monthly cadence of meetings
- Timeliness – please notify delay or absence
- Agenda submitted one week prior and minutes posted one week after
- Break half way through meetings
- Expectations of interactions – kind, what is our tech policy, accountable, what do we do if there are disagreements

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**Agenda item:** Full group discussion of agreements together

**Overview:**

Open responses and feedback to the ideas presented.

**Discussion:**

- Meeting cadence – most members in agreement for bi monthly or two / month
  - Possibility that first is the formal and mandatory meeting, with second meeting not mandatory
  - No secondary June meeting
  - Keep time of 6:30 – 8:30 PM, but keep end open and have vote to continue
  - Discussion tabled, and a formal decision will be made at July meeting
- Presence at city council meetings
  - One NGAC member present at every city council meeting
  - Voluntary sign up
  - NGAC in attendance will give a quick recap of the council meeting at the beginning of the NGAC meeting
  - Creation of gdoc meeting attendance and sign up
- Each member should bring something to report at NGAC meetings
  - Can be specialized, broad topics, current events
- Phone usage is tolerated
- Communication
  - Approved meeting minutes will be posted on LittletoGov week following meeting
  - Agenda to be sent to NGAC members one week prior
  - Absence to be sent to Secretary
- Reassess committee goals and “agreements together” in October 2019
- Attire – business casual
- Need to determine how many initiatives, any requested budget, social media presence, group communication and our communication back to city council
- Break half way through meetings

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**Agenda item:** City updates

**Overview:**

- Ballot initiative – sales tax increase, changing mayoral election process with citizens possibly voting on mayor
  - Long range planning - development surrounding Santa Fe/Mineral corridor, Geneva Village with South Metro housing options
  - Census – how to reach population and maximize community participation
  - Events – Meet and greet 6/26 at Vista Park, Board and Commission Dinner 6/13
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