



## MEETING MINUTES

### **Mayor's Climate Action Resilience Plan Working Group Meeting (CARP)**

Tuesday, March 6, 2018

6:30 p.m.

Lorraine H. Morton Civic Center, 2100 Ridge, Room 2402

Members Present: Likwan Cheng, Bob Dean, Henry Eberhart, Joel Freeman, Jerri Garl, Vickie Jacobsen, Emily Lawrence, Sarah Lovinger, Lauren Marquez-Viso, Gabriela Martin, Mariana Oliver, Judy Pollock, Gajan Sivandran, Lonnie Wilson

Members Absent: Jack Darin, Christopher Kucharczyk, John Moore

Staff Present: Kumar Jensen, Kelly Hutchins

Guests: Brooke Harper, Bob Heuer, Emily Hammermeister, Amanda Huegelmann, Ben Walker

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1. **Declaration of Quorum:** The meeting was called to order by J. Freeman at 6:40p.m. and a quorum was established.
  2. **Approval of February 6, 2018 Meeting Minutes:** Postponed approval until the next meeting.
  3. **Public Comment:** None. However, meeting observers introduced themselves.
  4. **Community Engagement Task Force Focus: Progress and Needs, and Workshop to Support Community Engagement**

E. Lawrence provided an overview of Community Engagement's intent to present identified goals of CARP to inform, collaborate with, and involve the public. Community Engagement's aim is to receive talking points and prioritization from community organizations to identify key issues and items to include in the climate action plan. Community forums to solicit feedback for climate action may not necessarily have direct involvement from CARP, however CARP members who may attend or participate can take the information provided and share with the group. There should be consideration amongst the group as to proposed format of public events, and how to collect the data and process it.

Community Engagement has identified a list of Evanston partners in which to target to host forums or other types of events, being sensitive time and resource availability. The next steps are to draft outreach letters to those community groups asking them to partner with CARP. A PowerPoint presentation created by CARP with high-level summaries or open-ended questions can be provided at the forums. K. Jensen can work as an extension of the group to gather feedback if CARP members cannot physically participate in all partner outreach.

A question was raised on how to engage with Evanston's elected officials, specifically due to this being an election year.

Also discussed was how to reach communities that may not have access to meeting schedules online, and specifically those that may be the most vulnerable to climate change. Those methods should be more deliberate to reach those populations. Generally, CARP can provide more education and information about the topic, in order assist people who may not understand how climate change can affect them and to attract interest in attendance at public forums.

Timeline – Early June 2018 is the goal to present the plan, including having five public forum or community organization-led conversation/events in March 2018.

## 5. Reports – from K. Jensen:

- A. May 1, 2018 Meeting Date – the meeting will stand. K. Jensen will be unable to attend but will send another staff member in his absence.
- B. Review of Final Plan Organization – what components are included and the layout was discussed. Examples were shared from plans from other cities and the City's previous climate action plans.

Suggested format and contents of the Climate Plan:

- Title
- Message from the Mayor
- Copy, information, and any graphics will be developed by the group
- High level goals that are decided by the group
- Emissions environment and risk and vulnerability assessment
- Climate action that will achieve goals
- Narrative
- Goal: 10 page document, accessible (not overly technical)
- Plan should serve as a planning document for the City
- The City's Community Engagement Department will be responsible for design, branding, look, etc.

**6. Task Force Breakout Sessions:** Attendees recessed into their respective task forces to engage in discussion in their assigned categories: Climate Mitigation, Climate Adaptation, and Community Engagement.

**7. Adjournment:** It was moved and seconded, and the meeting was adjourned at 8:34 p.m.

**Next Meeting – Tuesday, April 3, 2018**

Respectfully Submitted,  
Kelly Hutchins  
Administrative Assistant, Administrative Services Department