



MEETING MINUTES

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

Tuesday, April 3, 2018

6:30 p.m.

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

Members Present: Likwan Cheng, Jack Darin, Bob Dean, Henry Eberhart, Joel Freeman, Vickie Jacobsen, Christopher Kucharczyk, Sarah Lovinger, Lauren Marquez-Viso, Gabriela Martin, Mariana Oliver, Judy Pollock, Gajan Sivandran, Lonnie Wilson

Members Absent: Jerri Garl, Emily Lawrence, John Moore

Staff Present: Kumar Jensen, Kelly Hutchins

Guests: Jane Recker, Amanda Heugemann, Sierra Chimela, Emily Hammermeister, Ben Walker, Chuck Wasserburg

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1. **Declaration of Quorum:** The meeting was called to order by J. Freeman at 6:40 p.m. and a quorum was established.
 2. **Approval of February 6, 2018 and March 6, 2018 Meeting Minutes:** It was motioned to approve, a second was voiced, and both sets of minutes were unanimously approved as presented.
 3. **Public Comment:** Evanston resident B. Walker requested that climate action goals and outreach materials be quantified in a tangible way with examples that will be beneficial and help people understand them in a clear, direct manner.
 4. **Reports:**
 - A. City Council Presentation – K. Jensen recounted the presentation given at the City Council meeting on March 19, 2018 that served as an update on the climate plan process and development, and to show some examples of what type of climate change experiences that can occur. He also informed Council that community engagement activities are forthcoming for public feedback from residents and environmental groups. CARP presentations can be given at ward meetings if requested, and if Council members have suggestions on groups or organizations to work with, they should share with CARP.
 - B. “Technical Advisor” Application Update – A dozen applications were submitted comprised of people who have indicated interest more deeply than just outreach and who have some level of expertise in the task force areas. The advisors serve as a preliminary review panel to receive climate plan drafts, materials, PowerPoint slides, templates, or assessments.

- C. GHG Emissions Inventory Update –The inventory is around 95% complete. The City is using ICLEI’s “Clearpath” inventory reporting tool which upload of data for quality control review that yield a Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC) approved inventory. Afterward, data is disclosed through an accredited disclosure platform that is approved by the Global Covenant of Mayors. Citizens’ Greener Evanston will sponsor this service. After receiving the information, CARP will have a target number for reduction of carbon emissions; being close to 25% community-wide reduction is the goal.
- D. Contact Outreach Contact with Other Commissions – CARP Co-Chairs have coordinated partnership with the Equity and Empowerment Commission to engage them on climate change planning process and review of the draft. J. Freeman will attend Utilities Commission to share CARP updates and gather advice on plan process. Co-chair attendance Evanston Environment Board meeting is also scheduled as part of outreach.

5. Community Outreach Meeting Preparation:

- A. Current Schedule of Events – K. Jensen provided the overview of upcoming events where CARP information will presented or provided. If members can attend the various events, they are invited to do so. K. Jensen will provide location and details on the events:
 - o Mayor’s meeting with Evanston’s largest employers; company representatives are invited to discuss what parts they can play to support the climate action plan – April 5
 - o Evanston Garden Club C-Change Presentation – April 19
 - o Evanston Community Foundation Leadership Evanston – April 19
 - o Earth Day – many events around the city – K. Jensen to staff a table at the Ecology Center – April 22
 - o Natural Habitat Evanston – April 24
 - o Evanston Community Foundation – local nonprofit roundtable – May 9
 - o Nature’s Night Out (formerly Green Ball) – May 18
 - o Evanston Community Foundation Leadership Evanston Alumni Event
 - o Utilities Commission Meeting
- B. Outreach Questions and Illustrative Examples – The outreach letter template seeking partnership from Evanston group is located in the CARP Working Group Google Drive. At outreach events or workshops, there will be a systematic method for collection of information, such as a partnering system where one person listens for feedback and the other person would capture the notes. There will be a core group of questions and/or open-ended brainstorming document given to community outreach groups to collect information. Community groups that meet irregularly can provide their input via email or virtually. Baseline predictions or climate change trends will be generated by the Mitigation and Adaptation task force groups that will populate a PowerPoint slide presentation for events and workshops.

- C. Meeting Materials and Audio/Visual Needs – Handouts will be created with form questions to facilitate and guide discussion. Table tents with questions or cards with information provided on them are other proposed methods for sharing. Projectors may be required in case community groups do not have them available.
 - D. Future outreach: Need to contact Downtown Evanston, BJB Evanston, PTA Council, Chamber of Commerce, and interfaith groups. Additionally, the most vulnerable populations should be considered in the outreach focus, such as homeless, mentally ill, and senior citizen communities.
- 6. Task Force Breakout Sessions:** Attendees recessed into their respective task force groups 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 8:30 p.m.

Next Meeting – Tuesday, May 1, 2018

Respectfully Submitted,
Kelly Hutchins
Administrative Assistant, Administrative Services Department