1. Call to Order

The meeting was called to order by Chairperson Terry Dawson at 5:03pm.

2. Introductions

The taskforce members gave brief introductions.

Members present: Terry Dawson, Israel del Toro, Corey Otis, John Pfeiffer, Darren Woods, Peggy Murphy, Denise Fenton, Teresa Hall, Dean Gazza, Michelle Bachaus, Deanna Donahoue and Elizabeth Stevens.

Members not present: Madeline McDermott.

3. Procedural issues

a. Designation of Recording Secretary

Discussion of level of detail needed in minutes. Elizabeth Stevens volunteers as Recording Secretary until further notice. John Pfeiffer volunteers as back-up Recording Secretary.

Member Fenton moved and Member del Toro seconded to appoint Member Stevens as Recording Secretary and Member Pfeiffer as Standby Recording Secretary. Motion carried unanimously.

b. Selection of Vice-chair

Discussion of desire for Vice-chair. Members del Toro and Pfeiffer volunteered as Vice-Chair. Member Fenton moved and Member Hall seconded to appoint Members del Toro and Pfeiffer as Co-Vice-Chairs. Motion carried unanimously.

c. Open meetings law review

Discussion of open meetings law and its requirements for our taskforce and subcommittees, including published notice for meetings.

d. Planning for public participation

Discussion of plan for public participation. City Attorney recommended allowing for 10 minutes of public participation at the beginning of each meeting. No objections from members.

e. Meeting schedule
Discussion of meeting times and frequency for entire taskforce. Member Fenton moved and Member Donahoue seconded to schedule our meetings for 4:30pm on the same day as the Common Council meetings, which are typically the 1st and 3rd Wednesday of each month.

Discussion of alternative meeting sites and need for alternatives to be accessible to members of the public, including need for space and to allow everyone to hear well. Chairperson Dawson will investigate the library meeting room and another meeting space at City Hall.

f. **File sharing**

Discussion of file-sharing technology and its impact on our open meetings requirements, and of desire to share documents as part of published agenda and minutes. Member del Toro volunteered to create Google Drive and website for the taskforce.

4. **Reviewing our charge**

Chairperson Dawson read relevant portions of the resolution to create the taskforce. The taskforce must report to the Common Council by May 19th. In order to be included on the agenda for the Common Council meeting on May 20th, we should submit our first report by May 15th.

5. **Developing a Workplan** and
6. **Identifying and designating possible sub-committees**

Discussion of formalities of designating subcommittees and their need to follow open meetings laws. A sub-committee to determine the other sub-committees was suggested.

7. **Assignments for next meeting**

Members will submit 5-10 topics or subcommittee suggestions to the group prior to our next meeting. Members will review relevant resources, such as the 2018 IPCC report and the Fourth National Climate Assessment, and suggest other resources for members to review. Members will submit agenda requests by Thursday, February 13th. Next meeting will be Wednesday, February 19th at 4:30pm, location to be determined.

8. **Adjourn**

Member Fenton moved and Member Otis seconded to adjourn the meeting.