

**Community Engagement & Outreach Subcommittee Meeting**  
**Thursday, May 21 • 6-8 pm**  
**PCC Cascade Student Union Room 204**

**Draft Minutes**

**Members present:**

\*information unknown

Meeting commenced at 6:00 PM.

**1. introductions**

**2. Discuss Town Hall format/agenda**

Space considerations:

- Auditorium style seating for the public.
- Space at the front or on stage for COAB members to sit as a panel.
- Food/drink can be staged in the lobby.

Format considerations:

- Overall agenda/time available for Town Hall
  - There is a small amount of COAB business to do on the 28th (policy recommendations from MHCRS that require about 15 minutes, and possibly bylaw amendments that could require another 5-10 minutes)
  - Does the COAB need time to ask questions of COCL and discuss the report as a group? If so, how much? When should this occur?
  - How much time for public comment?
- What does public testimony look like?
  - How much for each person?
  - Should people sign up as they arrive, or stand in line to speak?

- What does the written comment form look like?
  - Open ended with lots of space for feedback?
  - Specific questions?
- Should CEOPS do a “process feedback” mini survey for people who attend on the 28th?
  - For example: “thank you for joining the Town Hall tonight. What did you think about the format? What worked well, and what didn’t? This was the first COCL-COAB Town Hall on a Quarterly Report, and your feedback will be used to improve future Town Halls.” We could also add a “How did you hear about this event? Where else should we do outreach about these events?” section. That would be very useful feedback.

Meeting adjourned at 8:00 PM.