

MINUTES | June 11, 2015

7:30 am • Leawood City Hall • 4800 Town Center Drive • Main Conference Room

Members Present: Debra Filla, Mike Gillaspie, Alicia Jennings, Jim Potter, Chris Schultz, Chuck Sipple, Andrew Van Der Laan

Staff Present: Chris Claxton, Brian Anderson, Marica Putman

Members Absent: Gareth Matthews, Scott Pashia, Bob Pierson

Guests: None

- ✦ The SAB meeting came to order at 7:35 am.
 - Alicia Jennings made a motion to approve the amended agenda. Chris Schultz seconded the motion. Motion passed unanimously.
 - Mike Gillaspie made a motion to approve the May 14th minutes. Vice-Chair Sipple seconded the motion. Motion passed unanimously.
- ✦ **Master Calendar**
 - Members reviewed the master calendar.
 - 8th Annual Leawood Sustainability Summit is scheduled for Thursday, February 25, 2016 at the Lodge.
- ✦ **Large Item Recycling Update– Brian Anderson**
 - Four places were missed, three on the same street. Town and Country may have not known about that street. Parks and Recreation picked up items from those locations. The other location had ineligible items.
 - JR Presef has not sent a bill or how much was picked up.
- ✦ **Everything You Wanted Know About Recycling and Composting 101 Update**
 - Presentation by Craig Wood of Johnson County Environment Department.
 - Only 3 attendees.
- ✦ **School & Places of Worship Liaison Assignments**
 - Member assignments.

Member	Roles & Responsibilities	Schools	Places of Worship
Debra	Chair	Corinth	Leawood Presbyterian Church/Leawood Baptist Church
Chuck '16	Vice-Chair/Stream Team	Sunrise Elementary	Church of The Nativity
Brian C '17	PR, Newsletter, Website, Media	none assigned	United Methodist Church of the Resurrection
Mike '16	Energy Conservation	Leawood Elementary & Middle	Village Presbyterian
Alicia '16	Safe Routes, Bike/Walk to School	Nativity, Cure, Shawnee Mission	Cure of ARS
Gareth '16	School Outreach, Energy Conservation	Mission Trail	Christ Community
Scott '17	Education	Brookwood	none assigned
Bob '17	Waste Management, Recycling	St. Michael	St. Michael the Archangel
Jim '17	Recycling	Prairie Star Elementary	Leawood United Methodist Church
Chris S '16	Project Manager Annual Meeting	Prairie Star Middle	Lord of Life Lutheran Church/Covenant Chapel
Andrew '17	Database and Outreach	BVHS	none assigned
Kevin Jeffries	Honorary Member		
Staff Liaisons: Chris Claxton, Brian Anderson, Marica Putman			

- ✦ **Revised Mission Statement**
 - To lead, educate, and collaborate with the Leawood community to encourage conservation, increase recycling, and promote 'green' mobility in the City of Leawood.

Bringing Bicycle Friendly Committee back to SAB

- Chair Filla suggests bringing the BFC back to SAB to reduce staff time. The idea is that the BFC will continue to operate independently and administratively be partnered.
- BFC meets the 2nd Wednesday of every other month from 5:30-7:00 pm. There are 7 citizens, 2 police, 1 public works, 1 planning, and 2 from parks.
- The second part of this is creating a greenspace is trees. Trees are critical to air, water, and conservation. Creating a Tree Advisory Board similar to what Prairie Village has. 60% of the HOAs expressed interest in trees and is the widely attended topic.
 - When this topic was brought up in a workshop, Councilman Lou Rasmussen asked if there was a plan. Chair Filla discusses a remediation plan for replacing trees and provided examples what happens when there is no diversity. She also discusses education, partnerships and more.
 - With staff concurrence for a revised mission statement and structure the next step is a council report. If there is angst, then a work session can be scheduled and talk more on the subject. Members continue discussing tree topics.
 - Brian Anderson continues to be the liaison for BFC. Dustin Branick will be the liaison for the tree advisory board. This will allow the SAB to be more community driven, more reporting of what is being done, recommendations for policy, etc.
 - Chris Schultz explains it best. The SAB and BFC will run the same operationally. What is happening is trying to tie their scope together in a meaningful fashion so you don't have 2 committees addressing the same topic differently, you don't have resources sub optimized...maybe an opportunity to leverage one committee to strengthen and help the other. A collaboration of agendas and scope. It sounds more like leadership integration rather than a subcommittee. Chair Filla agreed. Members discussed integration examples and resources.

SAB Project and Constituent Engagement Structure

- SAB members Chair Filla, Vice Chair Sipple, Martha Conradt (former member), and Brian Cullum met to discuss SAB communication methods/strategies. Their discussion included a potential structure to achieve the mission/goals of SAB.
 - Overview:
 - 2, distinct areas requiring SAB focus
 - Oversight of SAB 'projects' (includes discrete events or ongoing initiatives)
 - Engagement of key constituents (through management of communications/strategies)
- Members reviewed, discussed, and revised the matrix sheet.
- Mike Gillaspie expanded on the matrix: Focus areas across the top, constituents along the side – what goes in the boxes? It is the "tool" used to mate those two together.
- Brian Cullum will update and send to Marica Putman a revised matrix work sheet and will be reviewed at the next meeting.
- Brian Anderson will check with the Chamber of Commerce about their Happy Hour event.

Leawood Sustainability Advisory Board
 Draft - SAB Project and Constituent Engagement Structure
 June 11, 2015

On June 9, a working group composed of Chairman Debra Filla, Councilor Chuck Sipple, Martha Conradt, and Brian Cullum met to discuss SAB communication methods / strategies. Our discussion included a potential structure to achieve the mission / goals of SAB.

Overview:
 It was agreed that there were two, distinct areas requiring the focus of SAB:
 - Oversight of SAB 'projects' - such projects would include discrete events or ongoing initiatives
 - Engagement of key constituents - such engagement (through management of communication methods / strategies) would help drive the success of our projects
 It was further agreed that defining (or reaffirming) the SAB 'projects' would be part of our Board meeting discussion.

Should we adopt this model, SAB board resources will need to be identified to accept and execute the roles in Project Management or Constituent Engagement:

Previous Constituent Engagement / Communication Engagements

Homeowner Associations
 Education / Schools
 Churches / Places of Worship
 Other Civic Groups (e.g. Scout Troops)
City Staff / Open Body
Leawood Residents
Police/Comms
Leawood Businesses

	<u>Recording</u> Annual Meeting	<u>Aliecia F</u> Walk/Bike to School	<u>Tree Board</u> SAB Projects / Projects (to be further defined / vetted)	<u>BFC</u>	<u>Strain</u>	<u>Communities</u>

Handwritten notes:
 Deb & Brian & Chuck
 Brian C. Social Media
 & Outreach
 Initiatives

✚ **Motion: Concurrence of Restructuring of BFC**

- Jim Potter made a motion to approve the concurrence of the restructuring of Bicycle Friendly Committee synergistically coming in as a sub to the Sustainability Advisory Board instead of Parks and Recreation Board and recommending a Tree Advisory Board. Chris Schultz seconded the motion. Motion passed unanimously.
- Chair Filla will draw up a council report for the motion. Jim Potter suggested recruiting Bruce North as a member for the tree committee.

✚ **Glossy Mailer Ad – September 19**

- Chair Filla suggested that this next sustainability speaker ad be sent out in mid-August. Mike Gillaspie will team up with Jennifer Gunby to incorporate conservation of buildings in her presentation. Brian Cullum to straighten out the contact database (HOA, schools, businesses) to able to advertise sooner and have more outreach. Chris Schultz will also look into a database management.

✚ **Misc. Items**

- Leewood Community Garden plots applications available. \$25 for 1 year, 4 x14ft plot, water and compost included.
- Chair Filla will look at the PV board setups.
- Next meeting will include back to school activities.
- Homework from calling HOAs is given to Marica Putman. HOA questions were revised to include:
 - Inquire about a tree committee (#15)
 - Outreach methods (#8)
 - Walk/bike ability in your neighborhood (#16)
 - Biking to school from the middle school level (#17)

✚ **8th Annual Leewood Sustainability Summit Scheduled**

- Members would like a scaled-back event.
- Vendors welcomed.
- Presentation: One message, 1 speaker with town hall updates, recognition, successes, etc.
- Simplified menu: beer, sandwiches, etc.
- Chris Schultz will bring a structured agenda in the September meeting.
- Brian Anderson will book the lodge for February 25th, 2016.
- Continue with Speaker Series for other topics throughout the year and create new vendors.

✚ **Adjourn**

- Meeting adjourns at 9:00 am. Next meeting is July 9, 2015.
- Future meetings for 2015: Sept 10, Oct 8, and Nov 12.
- No meetings in March, August, and December.