

Midcoast Community Council

An elected Municipal Advisory Council to the San Mateo County Board of Supervisors

Serving 12,000 coastal residents

Post Office Box 248, Moss Beach, CA 94038-0248

<http://mcc.sanmateo.org>

Bill Kehoe . Laura Stein . Lisa Ketcham . Bob Kline . Len Erickson . Dan Haggerty . David Vespremi

Approved Minutes:

MCC Retreat January 8, 2012, Granada Sanitary District offices

Call to Order. 11:14 AM

Present: All councilmembers

Facilitator: April Vargas

Public: Leonard Woren, Fran Pollard, Elisabeth Vespremi

1. Community Forum

2. Discussion & agreement on facilitation process for this meeting.

3. Councilmember introductory statements on what they would like to achieve at today's meeting.

- Bob: Best process to continue to improve efficiency. Best way to continue to improve the council's image and relationship with the county, county staff, our community and one another. Concentrate on meeting efficiency - last items on agenda get neglected due to needless discussion on earlier items. Shared handout on 5 basic principles to conduct ourselves by: "Focus on the situation, issue, or behavior, not on the person. Maintain the self-confidence and self-esteem of others. Maintain constructive relationships. Take initiative to make things better. Lead by example."
- Dan: Brought large aerial photo of Coastside, to illustrate unique beauty, loved by many, to be protected and preserved. Our job as council to operate efficiently and effectively, and be well-respected by the community. By a pledge for basic conversational courtesies with minimal interruptions, council would see more rewarding results with less time invested. Do our best to unite community and get more to participate, by giving them every reason to want to participate. First step is high level of orderly conduct of meetings.
- Bill: Read first 2 bullets of MCC purposes from Bylaws. Quote from Brown Act, that government should be conducted openly so public can remain informed and retain control over government entities. Any MCC process adjustments should consider how we increase public awareness on Midcoast matters and help the public feel included the process. Keep in mind that we represent the entire community, not just those who agree with us. All opinions need to be heard in a fair and public manner.
- David: When he joined council, it was not very well regarded. Council has pulled together this past year, done some great work and it's nice to see acknowledgement of that, praised heaped on by HMB Review, worked hard, several significant projects done. With new councilmembers, more hands helping to carry the load, looking forward to working hard.
- Len: Committees and community forums provide a balanced way, by pursuing both, to effectively do what Bill spoke to re charter for the group. Wants to keep improving website, ways for councilmembers to contribute. Re Dan's comments on our unique area, we have parks from

national to state to local. Various government agencies need help bringing a larger image together across agency boundaries – we should push on that. Biggest problem is how to figure out what are the priorities. Need consensus to avoid running all over the place.

- Laura: Wants to discuss and reach consensus on the implications of being part of a group, how individual differences and group dynamics affect getting business done. As councilmember, do you see yourself as an individual or do you see yourself as part of a group? If we don't deal with interpersonal aspects of board operations, it impacts what we do and don't accomplish. Wants to reach consensus on roles and sound council process for getting things done, so that process does not become personalized. Getting process in place first stops a lot of interpersonal conflicts and helps improve behavior.
- Lisa: Would like the group to refine and adopt processes to work together efficiently, choose realistic goals, and agree on the best methods to accomplish them. Hope we can achieve a group dynamic of courtesy and trust where all councilmembers, and members of the community, are encouraged to contribute their skills and ideas.

4. Councilmember roles and responsibilities

Item 4 was introduced as one item with 4a and 4b combined and ensuing discussion jumped around between Items 4a and 4b and the bullet items on the 4b task list.

a. Officers and group roles and responsibilities as noted in SMC County Boards & Commissions Handbook. Tabled for another meeting

b. Council task list

Action taken: The following on-going tasks were agreed to be performed by the following councilmembers:

- LISA: Meeting minutes (detail minutes appreciated if time permits, but action item-minutes will suffice) with goal to distribute draft minutes ASAP to council for corrections, with approval of final draft at following meeting
- LISA: Mail: post office pickup and electronic notifications: gather and make timely report to council, via email digest or meeting report
- LISA: Council project and correspondence tracking, with goal to facilitate timely follow-up and help prioritize agenda items
- LISA: Office/files maintenance
- BILL/DAN: Post meeting notices: Montara & Moss Beach post offices (Bill)
3-0 office & El Granada post office (Dan)
- BOB: Meeting audio equipment transport & setup
- BOB/DAN: Meeting room setup
- LAURA: Council business cards (print on as-needed basis)
- BOB: Treasurer reports, county expense reports, copier contract, PO Box fee
- NOT YET DETERMINED: Print agenda packets: process, number required, task assignment
- BILL: Investigate reinstatement of County garage councilmember parking passes

5. Meetings – Logistics & Agendas

a. How to have efficient, productive, community-friendly meetings

- Rosenberg's Rules of Order (simplified user-friendly set of procedures to establish order at meetings recommended for San Mateo County Board/Commissions/Councils)

Motion to adopt Rosenberg's Rules, approved: 4-2-1, with David & Bill opposed, Len abstaining

- Courtesy & decorum – discussion only
- Promptness -- group consensus on prompt meeting start time at 7:30pm if quorum has been established. Suggestion that members arrive at 7:15.
- Room setup; best use of projector, is there need for podium for public, laptops necessary or distraction, one agenda packet binder for public versus loose handouts

Action taken: Suggestion: refer to committee and future agenda. Bob, Leonard, Lisa interested. No official committee designated or time frame established.

Len reports TV crew will bring and test omnidirectional microphone for next meeting.

b. Other meeting types

- MCC special meetings – when necessary? How to minimize the need? Suggestions: efficient mail handling & information input/distribution; project tracking; advance agenda planning; maintain staff contacts for current project updates
- Community Forums (Len): Use MCC’s position to leverage forums to inform and develop community vision. Example 2009 Trails Forum with excellent agency participation, public attendance, and response from public and government officials

c. Agenda setting: priorities, sponsor’s responsibilities, publication

All deferred to future meeting. Laura briefly explained several ideas for revised agenda format, also showing specific wording for regular agenda items used in the past. Several objections to overall format change. No discussion on value of suggested specific wording for regular agenda items.

6. Communications – deferred to future meeting

7. Committees – brief introduction to topic & defer to future meeting

8. Key Projects – defer to future meeting

9. Wrap-up – discuss effectiveness of retreat

10. Adjournment – 4:15pm