

CITY OF MONONA
Sustainability Committee
Thursday, August 18, 2016
MINUTES-Draft

1. **8:30 PM - Meeting called to order by committee Chair, Chad Speight**
2. **Roll Call:**
Members Present: Chair Chad Speight, Co-Chair Andrew Kitslaar, Leslie Busse, Pat Howell, Nina Catterall, Sue Vogt, Mari Westin
Members Excused Absent: Maureen Muldoon, Katherine Sommers, Teresa Radermacher
Members Absent: None
Staff Present: Brad Bruun
Guests: None
3. **Approval of 7.21.16 Meeting Minutes:**
Motion to approve; First – Pat, Second – Sue
4. **Appearances:**
NONE
5. **Unfinished Business**
** No quorum until 8:30 PM, no action taken on items on items for unfinished business
6. **New Business**
 - A. **Committee Share Drive**

Brad shared a memo discussing points made by City Attorney Bill Cole in regards to providing a shared drive for the committee to use to reference documents. Mari asked if the committee's webpage can be updated to provide the necessary documents for committee reference. Mari asked that if documents are shared that are still working documents if these could be locked or view only. Brad will upload documents to related documents section of committee's webpage.
 - B. **New Committee Member Packet**

Brad presented points made by Teresa from July's meeting regarding providing new committee members with information necessary to catch them up and help them feel comfortable in sharing their ideas in discussion. Andrew stated that Erick Plumb's packet could be a great example. There was a concern raised over who reviews applications and if they are sent to the correct individual at the staff level. Many who applied for the committee did not hear back right away after submitting their application. Leslie asked who is responsible for communicating with applicants. Brad stated that applications go through the HR Dept. and are forwarded on to the staff of the committees. Chad asked if there was a way to change or add an automatic response for those who send in their application. Mari added that possibly adding a question and answer section would help people get answers to some basic questions they might have.

8:50 PM - Meeting Adjourned, first Leslie, second Pat

Next Meeting: Thursday October 20th at 7:30 PM.

Any questions or additions please notify Brad Bruun, bbruun@ci.monona.wi.us – Thank you.