

MASTER PLANNING COMMITTEE APPROVED MINUTES

Meeting Information:	
Title or Purpose:	Master Planning Committee Kick-Off Meeting
Date and Time:	6/3/2021 @ 01:00PM to 1:58PM
Location:	Redbud Conference Room, Zoom (3x attendants)
Invitees/Attendees **(Mark attendees in BOLD , digital attendees in BOLD/ITALIC)**	Dennis Shingleton (DS), Bob Byers (BB), Ennis Anderson (EA), John Avila (JA), Ed Bass (EB), Billy Brentlinger (BB), Steve Brauer (SB), Dana Burghdoff (DB), Ralph Emerson (RE), Leticia Esparza (LE), Tracy Friday (TF), Peter Fritsch (PF), Craig Hamilton (CH), Judy Koslow (JK), L A Moncrief (LAM), Debbie Morrison (DM), Patrick Newman (PN), Elaine Petrus (EP), Debbie Reynolds (DR), Terry Siegel (TS), Dan Villegas (DV), Harvey Yamagata (HY), Jing Yang (JY), Richard Zavala (RZ)
Notes Taken By:	Hannah Rodriguez
Meeting Agenda:	
	Name:
1. Welcome	DS
2. Introductions	All
3. Meeting Protocol Review	BB/DS
4. Media Communications	BB
5. Consultant Selection	BB
6. Committee Purpose and Mission	DS
7. Other Comments	All
8. Adjourn	DS
Topics for Future Review/Discussion	
9. Public meeting comment format <i>may</i> need further review upon commencement	All
10. Selection of consultant firm	All
Meeting Notes:	
<ul style="list-style-type: none"> - Meeting Protocol <ul style="list-style-type: none"> o Because funding will partially be provided by City bonds, committee meetings are required to be public. Several guidelines are suggested for committee approval: <ul style="list-style-type: none"> ▪ While all meetings will be open to the public with meeting minutes published after, BB proposes that public comments be welcomed only at the end of meetings only for a duration of 2-3 minutes each. ▪ DS Proposes that comments be confined to agenda items only and that the committee reserves the right to provide responses to any comments at a later date. 	

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- BB stresses the desire of the public involvement to communicate a mentality of transparency for committee decisions moving forward.
 - Meeting dates will be publicized via City Secretary’s calendar on the City website, FWBG|BRIT website, and other public calendar announcements. Efforts will be taken to increase publicity as much as possible to increase community input.
 - Community enthusiasm and inclusion will hopefully ensure expedience of Parks Board and City approval.
 - Committee agrees that further review of public comment management may be needed upon meeting commencement.
 - Minutes will be available after the meetings via email to committee members. Members are encouraged to review for accuracy. Committee consensus is to approve meeting minutes between meetings and publish for public reference after formal approval at the meeting following the documented gathering.
 - The final product of the meeting will be a submittable Master Plan for city approval.
 - Final product will be approved by the FWBG|BRIT Board and submitted to the City by the Board Executive Committee.
 - Committee agrees that future meetings should be scheduled with as much notice as possible to ensure maximum availability of all members. In general, Tuesdays and Fridays are unavailable for members.
 - Next meeting will be planned for early in July (working around the Independence Day holiday) to interview consultant firms. Subsequent meetings will be spaced further apart and will be coordinated with selected consultant firm to center around project progression (per CH comment).
 - Committee leadership will work to provide a consistent timeframe for future meetings with next meeting date(s) to be sent in the next 1-2 weeks.
- Media Communications
 - BB requests that any and all media inquiries received by individual committee members be directed to BB or Chris Smith, FWBG|BRIT Director of Marketing and Communication, for responses. It is the committee’s intent to provide a unified voice for this campaign.
 - Committee members will be notified of any anticipated press appearances or coverage by Chris Smith; she can provide committee members with talking points in case they are approached by the media afterwards.
 - RZ will contact Michelle in public relations at the City to coordinate with Chris Smith on this.
- Consultant Selections
 - Two (2) responses to our RFP were received and both are strong candidates. The committee plans to interview both sets of consultants prior to selection.
 - PN comments that the response of only two (2) of the ten (10) invited firms is indicative of backlogged firm project scheduling due to COVID-19 rather than a general disinterest in the project. It is the general opinion of committee leadership that both responding firms are excellent firms with great track records.
 - As an interview and committee feedback format, BB proposes to schedule both consultant teams in one day and retain committee members following interviews for feedback on the interviews.
 - If a clear consensus is expressed, a firm may be selected during this meeting. If additional time is needed to reflect on qualifications, a digital poll will be distributed for voting.
 - Firm selection interviews will not be open to public attendance.
- Committee Purpose and Mission
 - DS invites committee to provide feedback on the “FWBG|BRIT Master Plan Committee” document handout per HY’s question, while input is encouraged on “the mission and vision of joint institution”, this mission will be primarily defined by the strategic plan under development.
 - Documents to be made available to committee members include: the strategic plan, the Task Force Report (and related PowerPoint presentations as provided to the City of Fort Worth Parks Board).
- Additional comments
 - Park Board communication will be upheld by DV to generate interest in the committee decisions with the City of Fort Worth.
 - Thank you Dennis Shingleton

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- In an effort to effectively serve the public, BB announces that a public comment forum will be included on the Master Planning website location for online community engagement.
- CH suggests that the media be alerted of public meeting commencement and times to generate public interest in attending. Also suggests that signage be posted at the Botanic Garden to engage interested visitors in the process. An email newsletter to FWBG|BRIT membership announcing committee progress was also suggested.

Action Items:	Name:	Due Date or Status: (e.g. Completed, WIP, Ongoing)
1. Upload all strategic planning and task force reports to DropBox for committee member reference.	BB	This Week
2. Contact consultant firms for meeting availability	BB	1-2 wks
3. Schedule next committee meeting for consultant firm interviews	BB	1-2 wks
4. Send out meeting minutes for committee review	BB	This Week
5. BB to meet with Chris Smith to set up public online presence for Master Planning resources in addition to infrastructure for press address.	BB/Chris Smith	2-3 wks
6. Committee members are all tasked with finding contacts for interested parties and as many ways possible to engage members of the public in this process	All	
Next Meeting: August 5th, 2021		