



**Community Engagement Committee Meeting
Monday, August 26, 2019
3:00 pm**

MINUTES

MEMBERS PRESENT: Jody Wood, Diane Culpepper, John Gyllin, Sheri Olson, Roger Pynn, Jane Trnka, and Wayne Weinberg

MEMBERS ABSENT: Sharron Washington and Rick Walsh

STAFF PRESENT: Pam Nabors, Mimi Coenen, Lisa Burby, Kristine Concepcion, and Kaz Kasal

GUESTS PRESENT: Joni Newkirk, Leah Pendorf, Rich Pepin / Integrated Insight, Inc.

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Wood, Committee Chair, called the meeting to order at 3:04 pm.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported quorum present.	
3	Public Comment None offered.	
4	<p>Action Items</p> <p><u>Approval of 5/13/19 Minutes</u> Reviewed minutes from 5/13/19 Meeting (attachment).</p> <p><u>Revised Charter Approval</u></p> <ul style="list-style-type: none"> Reviewed proposed changes to the Governance Committee Charter (attachment) which now includes clarification of purpose and metrics per each responsibility. The Committee concurred, under 1st bullet in “Responsibilities” section, statement that reads ...“measure level of stakeholder involvement and knowledge of the organization’s programs and services annually through a community organization survey” that further clarification will be needed on how CSCF will conduct this survey. Ms. Burby to make changes and include in meeting packet for Board approval at its 10/3/19 meeting. 	<p>Ms. Olson made a motion to approve the minutes from the 5/13/19 Community Engagement Committee meeting. Dr. Gyllin seconded; motion passed unanimously.</p> <p>Mr. Pynn made a motion to approve the revised Charter as presented, to include modification to 1st bullet under “Responsibilities” section, as discussed. Ms. Trnka seconded; motion passed unanimously.</p>
5	<p>Information</p> <p><u>Strategic Communications Roadmap and Updates 2019-2020 (attachment)</u></p> <ul style="list-style-type: none"> Reviewed accomplishment in PY 2018-2019, and status of CSCF Brand Audit and “The Source” intranet audit. Reviewed Strategic Communications’ PY 2019-2020 goals and roadmap on projects. 	
6	<p>Insight</p> <p><u>Niche Market Research and Customer Satisfaction</u></p> <ul style="list-style-type: none"> Integrated Insight presented an overview (attachment) of their research based on both qualitative and quantitative feedback from career seekers’ and businesses’ experiences with CSCF. 	

7	Adjournment <ul style="list-style-type: none">• Meeting was adjourned at 4:36 p.m.	
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Respectfully submitted,
Kaz Kasal