



**Community Engagement Committee Meeting
Thursday, September 16, 2021, 3:00 pm**

MINUTES

MEMBERS PRESENT: David Sprinkle, Kari Conley, John Gyllin, Stella Siracuza, DeAnna Thomas and Wayne Weinberg

MEMBERS ABSENT: Roger Pynn, Renee Quintanilla, Sharron Washington and Christopher Wilson

STAFF PRESENT: Pam Nabors, Lisa Burby, Kristine Concepcion, Lesley Harris, Cliff Marvin, Carla Sosa and Kaz Kasal

GUEST PRESENT: Kristen Gray / Department of Children & Families

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome <ul style="list-style-type: none"> Mr. Sprinkle, Committee Chair, called the meeting to order at 3:03 pm. 	
2	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal reported quorum present. 	
3	Public Comment <ul style="list-style-type: none"> None offered. 	
4	Approval of Minutes <u>Approval of Minutes</u> <ul style="list-style-type: none"> Reviewed minutes from 5/17/21 Meeting (attachment). 	Dr. Gyllin made a motion to approve the minutes from the 5/17/21 Community Engagement Committee meeting. Mr. Weinberg seconded; motion passed unanimously.
5	Information/Discussion <u>Community Engagement Committee Charter (attachment)</u> <ul style="list-style-type: none"> Reviewed Charter and discussed further fine tuning of Committee's purpose and role. <u>Strategic Communications – SWOT (attachment)</u> <ul style="list-style-type: none"> Reviewed areas of Strengths, Weaknesses, Opportunities and Threats (SWOT). 	<i>Staff to rework current charter using simplified language to concisely and specifically define purpose and role of this Committee. Ms. Nabors will reach out individually to each member for further feedback.</i>
6	Insight <u>Community Engagement Survey</u> <ul style="list-style-type: none"> Dr. Piccolo, University of Central Florida, reviewed UCF's support to CSCF which involves surveying and collecting data pertaining stakeholders' understanding of CSCF's brand, general awareness of its programs/services, reputation, impact and level of involvement. A draft survey will be developed for Committee's feedback 	<i>Staff to work with Dr. Piccolo and draft an MOU between CSCF and UCF.</i>



7	Other Business <ul style="list-style-type: none">• CSCF's annual report compilation is in progress, target for completion is end of 2021.• Ms. Burby, VP Strategic Communications, announced her leaving CSCF effective 10/1/21. Ms. Burke, VP Human Resources, will be overseeing the Strategic Communications Department until a replacement is hired.	
8	Adjournment <ul style="list-style-type: none">• Meeting was adjourned at 4:28 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator