

JOINABILITY

Background:

At the September Coordinating Committee meeting the proposed action on approving the process and timeline for joinability was tabled and a request made for the ad-hoc group on joinability to meet and discuss if a size and/or time limit is needed for adding additional members to the Coordinating Committee. A request was also made to research how other grantees have structured their Coordinating Committees.

Current Situation:

The ad-hoc workgroup met on October 13th to discuss the issues raised at the September Coordinating Committee meeting. The group reviewed the research provided by H-GAC staff on other Coordinating Committees. The group decided that a formal size cap and time limit is not necessary and can be addressed if it becomes an issue.

The workgroup reviewed the process again for joinability. Specific organizations and individuals will be sent the application materials by workgroup members based on the gap assessment in addition to the materials being posted on the website (open for any organization to apply).

Applicants will complete the interest form and will also receive the background information explaining the role of the Coordinating Committee. The interest form will be an interactive form. Completed interest forms will be reviewed by an evaluation committee who will subsequently provide a recommendation to the Coordinating Committee. Per the Bylaws, an affirmative vote of three-fifths of the Coordinating Committee members is necessary to add additional members to the Coordinating Committee.

The goal is to have new members on board by the January 2012 meeting. Proposed timeline to meet this goal:

- Application materials released and posted on sustainability website by November 4th
- Applications due by December 5th to allow time for evaluation committee to review
- New members voted on at December 19th Coordinating Committee meeting

Requested Action: Approve proposed process and timeline for potentially adding new members to the Coordinating Committee.

AGENDA

Engagement Action Plan Workshop

November 16, 2011

1 INTRODUCTIONS

2 REGIONAL AND DEMOGRAPHIC PROFILE

- Initial demographic mapping
- Other data to be collected

3 ENGAGEMENT ACTION PLAN

- Community Asset Database
 - Organizations
 - Geographic areas
 - Calendar of upcoming events
- Outreach tools
 - Stakeholder interviews—identify list
 - Focus groups—identify list
 - Public meetings
 - + Locations
 - + Dates
 - + Agenda
 - Community meetings—identify list
 - Techniques for underserved populations
 - Kiosks/Mobile Sites
 - + Locations
 - + Upcoming events
 - Web tools
 - + Mindmixer
 - + Project website
 - + Collaboration portal
 - Survey and initial outreach materials
 - Branding and Themes: discussion of goals
- Community Ambassador Teams
 - Composition
 - Timing
- Performance Evaluation Matrix
 - Evaluation Criteria

4 NEXT STEPS

AGENDA

Engagement Action Plan Workshop

To facilitate discussion at the EAP Workshop on November 16th, please help us to identify the following key items in advance. Information should be submitted to Meredith Dang by Friday, November 11.

- Additional informational sources for maps or baseline data to be compiled as part of the Regional and Demographic Profile
- Existing contact lists for your organization/entity that are appropriate for incorporation into an overall contact database for the engagement effort (please include contact information and affiliation if possible)
- A calendar of upcoming meetings or events for your organization/entity that could serve as future opportunities for outreach activities/survey circulation
- Ongoing outreach activities/platforms for your organization/entity that can be linked to the engagement website or other portals
- A list of potential stakeholders in your community, organization/entity or area of expertise to be interviewed (please include contact information and affiliation if possible)

A

Background:

At the September Coordinating Committee meeting the proposed action on approving the process and timeline for joinability was tabled and a request made for the ad-hoc group on joinability to meet and discuss if a size and/or time limit is needed for adding additional members to the Coordinating Committee. A request was also made to research how other grantees have structured their Coordinating Committees.

B

Current Situation:

The ad-hoc workgroup met on October 13th to discuss the issues raised at the September Coordinating Committee meeting. The workgroup reviewed the research provided by H-GAC staff on other Coordinating Committees. The group decided that a formal size cap and time limit is not necessary and can be addressed if it becomes an issue. After substantial discussion on the pros and cons of limiting the size of the group, timing of adding members, balance between governmental and non-governmental agencies, and gaps in the Coordinating Committee; the workgroup decided that if a future need is identified to address a critical gap within the Coordinating Committee, the Committee may vote to open a Joinability process in the future after a semi-annual needs assessment review of membership.

C

The workgroup reviewed the process again for joinability. They discussed the gaps and potential organization that could potentially fulfill these gaps. Specific organizations and individuals will be sent the application materials by workgroup members based on the gap assessment in addition to the materials being posted on the website (open for any organization to apply). It was also discussed that the Coordinating Committee may contact potential members to submit an application during the submittal period (open to any interested organization) to address the gaps identified.

D

Applicants will complete the interest form and will also receive the background information explaining the role of the Coordinating Committee. The interest form will be an interactive form. Completed interest forms will be reviewed by an evaluation committee who will subsequently provide a recommendation with justification to the Coordinating Committee. Per the Bylaws, an affirmative vote of three-fifths of the Coordinating Committee members is necessary to add additional members to the Coordinating Committee. Once the joinability review process is completed, if it is determined that new members shall be added, the goal is to have new members on board by the January 2012 meeting.

E

Process:

- Post application material and submittal deadline online for potential applicants.
- Joinability subcommittee will evaluate the application to develop recommendation with justification
- Coordinating Committee will vote on subcommittee recommendation

Timeline

- Application materials released and posted on sustainability website by November 4th
- Applications due by December 5th to allow time for evaluation committee to review
- Potential new members voted on at December 19th Coordinating Committee meeting

From: [Dang, Meredith](#)
To: ["Garrett Dolan"](#)
Subject: invitation to metrics webinar
Date: Tuesday, October 18, 2011 2:28:00 PM

From: Meredith Dang [mailto:ce_communications@h-gac.com]
Sent: Monday, October 10, 2011 10:02 AM
To: Dang, Meredith
Subject: Join us for Metrics Fundamentals for the Regional Plan for Sustainable Development

Having trouble viewing this email? [Click here](#)



RPSD Icons



Dear Workgroup Participant:

Thank you for your continued commitment to the Sustainable Communities planning process. Your involvement as a member of the Transportation and Infrastructure Technical Advisory Workgroup is integral to helping to create the Regional Plan for Sustainable Development. Over the next several months the technical and transect workgroups will be tackling the next critical portion of the planning process - the development of metrics.

This will be a two-step process. The first will be an introduction to metrics on October 26 and the second will be a workgroup meeting on November 4.

Metrics Fundamentals

In order to ensure that all workgroup participants understand what will occur during the metrics development process we will be hosting an informative Metrics Learning Session on Wednesday, October 26, from 9:00 a.m. to 11:30 a.m.

This session will cover the following important topics:

- Why are metrics important?
- What are sustainability metrics? How are they different from other metrics?
- What makes a good metric?
- How will metrics be utilized in the Sustainable Communities planning process?

The session will be presented by Dr. Garrett Dolan, Executive Director of Special

Projects at Rice University's SSPEED Center. Dr. Dolan has extensive experience in the development of metrics and was recognized by President Clinton's Council for Sustainable Development with a national award of excellence in 1996.



This event is accessible via Online Webinar OR Live Workshop

Online Webinar

Wednesday, October 26, 2011
9:00 a.m. to 11:30 a.m.

Click [HERE](#) to Register

Live Workshop

Wednesday, October 26, 2011
9:00 a.m. to 11:30 a.m.

Click [HERE](#) to Register

The live workshop will be held at the United Way Community Resource Center, located at 50 Waugh Drive, Houston, Texas 77007.

If you are not able to join us for either the live presentation or the webinar, please plan on accessing the archived webinar on the [project's website](#) prior to your workgroup meeting.

It is important that you receive the information contained in the Metrics Learning Session prior to attending the workgroup meeting so that at the meeting we can jump directly into the task of draft metrics development.

Workgroup Meeting

The Transportation and Infrastructure Technical Advisory Group meeting will be Friday, November 4, from 9 a.m. to 11 a.m. at the Houston-Galveston Area Council, Conference Room A, Second Floor, 3555 Timmons Lane, Houston, Texas 77027.

We look forward to seeing you soon as we work on this important next step in the planning process.

If you have any questions, please contact sustainability@h-gac.com.

Thank you,

Meredith Dang
H-GAC, Community & Environmental Planning Department
Houston-Galveston Area Council

**Remember to
Sign up for the
Webinar OR
Live Workshop!**

- Why are metrics important?
- What are sustainability metrics? How are they different from other metrics?
- What makes a good metric?
- How will metrics be utilized in the Sustainable Communities planning process?

[Metrics Fundamentals](#) will be offered as either a webinar or a live workshop from 9 to 11:30 a.m. Wednesday, October 26.

[Forward email](#)



This email was sent to meredith.dang@h-gac.com by ce_communications@h-gac.com | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).
Houston-Galveston Area Council | 3555 Timmons Lane | Suite 120 | Houston | TX | 77027

10/25/2012