

# Meeting Minutes: Council Planning Committee

Date: Wednesday, May 17, 2023  
Location: 1600 University Avenue W., Suite 8 Saint Paul, MN 55104  
**As provided by MN Stat. 13D.021, the meeting was held electronically.**

## Attendance

### Committee Members

| Council Member | Attendance |
| --- | --- |
| Nichole Villavicencio | Present |
| Andrew Christensen | Present |
| Myrna Peterson | Present |
| Quinn Nystrom | Excused |

### Staff

* David Dively
* Shannon Hartwig
* David Fenley

Meeting called to order at 10:01 am

## Approval of Minutes and Agenda

**Action:** Myrna Peterson motioned for approval of the approval of the agenda for the May 17, 2023, meeting, Andy Christensen seconded the motion. All in favor. Roll call vote 3/3, one member absent.

A motion was made by Myrna Peterson and seconded Andy Christensen, to approve the April 19, 2023, minutes. All in favor. Roll call vote 3/3, one member absent.

## Council Business

### Meeting Notices

The group discussed creating a disclaimer for the email notifications as well as the titles of the meetings, and who they come from. Shannon will draft the email on conduct for the meeting for David Dively to review.

The disclaimer about the employees of attendance staying on task of the items on the agenda following Robert's rules, and then public decorum it could just

### Achievement Award Discussion

The group discussed the Achievement Award policy refer to documents: CMc-MCD ACHIEVEMENT AWARD POLICY April 2023.PDF and CMf-Achievement Award Form FY23 v2.PDF. Discussion resulted in the following:

**Action:** Nikki Villavicencio made a motion to accept the achievement award policy and direct the Executive to move forward, Myrna Peterson seconded it, all members in favor. Roll call vote 3/3, one member absent.

## Scheduling of Full Council Meetings

Discussion on scheduling times, agendas, and duration of full council meetings. The standing question of duration of full council meetings and hybrid meetings. The discussion resulted in the following: the group will continue to work on finding an option that will best fit the full spectrum of the group’s needs. The group will report updates through the executive director, council chair, or planning committee updates to the full council membership. We must keep in mind full accessibility for full meetings.

## Create Full Council Meeting Agenda for June 14, 2023

Items to be placed on the agenda are policy, state fair and pride updates, committee updates, the finance and periderm items.

## Action Steps/Follow up

Shannon Hartwig will draft an email phrasing or disclaimer statement for David Dively to review.

Shannon Hartwig will send out additional reminder emails before meeting dates and time.

Meeting adjourned 11:29 am

Submitted By: Shannon Hartwig