





Operating Procedures	Facilitation	Sandra Davis
<p>A facilitation session led by Sandra Davis (former Harbor Commissioner) discussed protocols for how the Committee will operate and deal with communications, meeting agendas, disagreements etc.</p>		
<p>Some members wanted to leave these protocols / procedures to the co-chairs to determine. However the following was discussed and subsequently agreed.</p>		
<ol style="list-style-type: none"> <li>1. Meetings should start and end on-time. This respects members personal time and commitments.</li> <li>2. Greg Spils suggested that a standing agenda item be set for discussing Work Plan status.</li> <li>3. Action Items from the previous meeting(s) should be placed at the top of the Minutes for immediate review.</li> <li>4. Minutes will be recorded by a rotating roster of willing members. John Brownlow, Bitsy Ostenson &amp; Greg Spils offered to provide this service. Samantha Everett was nominated in absentia ☺.</li> <li>5. The Committee will operate (as far as possible) by consensus. If disagreement persists on any point/motion then Members will be requested to vote. A simple majority of those present (or on a voice/video conference call) will carry the vote. Use of proxies will not be allowed.</li> <li>6. The minute-taker (secretary) will be requested to record in the minutes those who are not in agreement with any majority vote.</li> <li>7. Public comment will be scheduled early in each meeting. However the chair/co-chairs will allow issue specific input during an agenda item at their discretion. Time limits for speakers will be communicated and the public is asked to adhere to these.</li> <li>8. The committee will set some basic ground rules for meeting conduct: Listen before speaking, Assume good intention, Every voice should be heard etc.</li> </ol>		

Work Plan Integration	Greg, Elise & John	
<p>John Brownlow reviewed Draft 1 of a Consolidated Work Plan and advised for Road Ends Committee members that their work plan details had been fully included in the draft. Some modification was made to some of the background discussion for certain items in order to create a "plan item".</p>		
<p>Members were advised that they have a PDF copy of the Consolidated Work Plan in their CoBI email and were asked to review the Draft and provide input/feedback to the co-chairs. Greg Spils was requested to review Road Ends work plan items for correctness and provide feedback / approval to the co-chairs.</p>		
<p>John Brownlow requested the City Manager (Doug Schulze) and Assistant City Manager (Morgan Smith) review the Draft 1 of a Consolidated Work Plan and provide input to the Committee on items that may no longer be appropriate or may require changes.</p>		
Action items:	Person responsible:	Deadline:
Members to review the (PDF) Draft of the Consolidated Work Plan in their CoBI email and provide input/feedback to the co-chairs.	All	July 27, 2015
Review Road Ends work plan items for correctness and provide feedback / approval to the co-chairs.	Greg Spils	July 27, 2015
Elise Wright, Greg Spils and John Brownlow to meet asap to review and update the Draft Work Plan (2015/2016).	Elise Wright, Greg Spils and John Brownlow	July 26, 2015
City to review the Draft of a Consolidated Work Plan and provide input to the Committee on items that may no longer be appropriate or may require changes.	City Manager (Doug Schulze) and Assistant City Manager (Morgan Smith)	July 26, 2015

### Consideration of possible new name for PWAC

Led by Sandra Davis the Committee discussed possible new names rather than the one decided by the City: Public Water Access Committee

Elise Wright introduced the proposal by John Brownlow to rename the Committee to Coastal Access Commission. John explained the reasoning behind the proposed name: *Coastal* referring to the whole of the island's coast not just a Harbor; *Access* to signify the importance of continued public access to the shoreline via road-ends, harbors and facilities. *Commission* was suggested as a means of ensuring greater recognition (gravitas) for the group's work.

Vigorous discussion ensued. Other variants to Coastal Access Commission were proposed:

1. Marine Access Commission Proposed: Tom Hudson
2. Marine Access Advisory Committee
3. Public Waters Access Committee Minor change proposed by Bill McCoy
4. Shoreline Access Committee Proposed by Bitsy Ostenson & Elise Wright
5. And retention of the existing name: Public Water Access Committee

Sandra led the group in breaking down where the preferences lay. By majority vote: COMMISSION was preferred over Committee (Bitsy Ostenson, Marci Burkel and Elise Wright dissented). In a subsequent vote 5 committee members (present) voted for Marine Access Commission. 3 members voted for Shoreline Access Committee and 1 voted to retain the existing name.

Action items:	Person responsible:	Deadline:
Committee co-chairs to draft a letter to the City Council advising of the Committee's deliberations and vote and request that Council formally adopt a change to Ordinance 2015-13 to rename the Committee to <b>Marine Access Commission</b> .	Co-Chairs	July 27, 2015

### Upcoming Meetings and Agendas

Chair

Committee agreed to meet prior to August in order to finalize Consolidated Work Plan. August meeting may then be cancelled to allow committee members to take time off.

**Next meeting: Monday, July 27<sup>th</sup> 2015 at 5:30pm. City Council Chambers (2 hours)**

Action items:	Person responsible:	Deadline:
Co-chairs to gather input, determine agenda items and forward to City Clerk.	Co-chairs	July 22 <sup>nd</sup> 2015

**Adjournment:** Committee adjourned at 7:40pm



*Elise Wright 7/27/15*