MINUTES TO BE APPROVED

Special Meeting

December 7th, 2019 🞄 10:00am-4:00pm

**Citizens Engagement Lab, Kingston Conference Room**

1330 Broadway, 3rd floor 🞄 Oakland California

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| **Board Members Present: Esperanza Pallana, Julia Liou, and Tonya Love** **Board Members Participating via Video Conferencing: Donna Carey and Justin Watkins** ***Board Members Absent: Laurie Lawson*** **City Staff Present: Sharon Robinson**  |

For the SSB Board retreat, which took place on December 7, 2019, the following facilitator agenda was used and the meeting notes were captured by the retreat facilitator, Franklin Hysten (Be The Change Consulting).

**Outcomes:**

* Welcome new members to the advisory board. Build connections amongst board members
* Review the adopted vision and goals of the SSB Advisory Board
* Articulate lessons learned from the past year for the SSB Tax Fund
* Organize key deliverables, tasks and meetings for 2020-2021
* Map these key efforts to a timeline for the years 2020-2021

**Agenda:**

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| **Proposed times (not actual)** | **ACTIVITY and NOTES** |
| 10:00-10:15 | **Welcome & Call to Order** *Chairperson facilitates (Esperanza Pallana)** Roll Call, Introductions
* Raphael (incoming Board member) introduced himself to the group

**Open Forum*** No open forum speakers
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| 10:15-10:45 | **Presentation from Nicholas Williams, Director of Oakland Parks, Recreation and Youth Development** |
| 10:45-10:50 | **Start of Facilitated Session*** Franklin introduced Be The Change Consulting and his connection to the City of Oakland
* Franklin reviewed the goals and expectations for the day
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| 10:50-11:05 | **Hammer or Nail** * Board members partnered and answered a question: At your essence at your core which word most describes you:
	+ Hammer or nail
	+ Telescope or microscope
	+ Justice or peace;
* Discussion: What did you learn about others that you did not know before?
* Franklin stated all of these prompts would in some way show up
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| 11:30-12:00 | **Vision and Guiding Principles*** **Review Vision Statement**
	+ Board members read the Vision statement out loud. Board members then recalled how the Vision statement was created
	+ Board members then responded to the question, “what is a word or phrase [in the vision] that moves you today?
	+ Various answers included:
		- The verbs (investing, building, ensuring)
		- The right to a health life
		- Building hope for a better tomorrow
		- Health is referenced twice in the vision statement
* **Guiding Principles:** Board members then read the 6 guiding principles and were asked to identify what words or phrases were moving for them today?” Various answers included:
	+ - “We are committed” (written in three phrases)
		- Equity
		- Transparency
		- Community Voice
		- Increase our community’s ability to create change
		- Social justice through food systems change
* Board members recalled that process to creating the guiding principles was smooth with consensus amongst all the members
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| 12:00-12:10 | **Develop SSB Work Plan and Timeline*** **Overview of the Process:**
	+ Franklin Hysten shared the Planning Arrow visual organizer as a tool to orient the group’s thinking
	+ It organized the groups thinking regarding vision, goals, critical buckets of work and potential challenges
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| 12:10-12:40 | **Defining our Work Buckets and Potential Obstacles**The group defined Buckets of Work that included:* Advisory Board Meetings + Committees
* Funding Recommendations and allocation
* Evaluation
* Impact Study
* Wellness Policy
* Race and Equity Partnership
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|  | **Lunch** |
|  | **Naming the Deliverables, Meetings and Tasks (First Go Around)*** Franklin led a group brainstorm where Board members responded to these questions:
	+ What are our key deliverables?
	+ What are our key meetings, tasks?
	+ In what buckets of work do these tasks belong?
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| 2:00-3:00 | **Organizing the Timeline*** The Board members moved the efforts to the calendars
* Once members completed adding their deliverables and tasks to the calendars, they discussed times of heavy lifting.
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| 3:00-3:40 | **Funding Priorities and Allocation Planning*** Chair facilitates, consultant records key ideas
* Final decisions
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| 3:40-3:50 | **Next Steps*** Chair Pallana said that the January meeting would include:
	+ Darlene Flynn (Race & Equity) comes in January to present the report
	+ Darlene can lead the conversation about what we can anticipate for the analysis
	+ State reducing SSBs lobbyists can make a presentation in January if Darlene is unavailable
	+ Justin and Tanya will be reaching out to BANPAC and they may have a report they can present
	+ Special Initiatives
* Recap key decisions made today
* Review accomplishments
* Staff shares what happens next
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| 3:50-4:00 | **Acknowledgements** |