



**Boards and Commissions Task Force
Minutes
Black-Eyed Susan Conference Room
Meeting No. 16-19
Thursday, August 15, 2019, at 7:00 PM**

Task Force Members Present: Steven VanGrack, Anne Goodman, Lorraine Tarnove, Jack Kelly, John Becker

James Hedrick – arrived at 7:31p

Task Force Members Absent: Anita Powell, Anne Herbster, Ben Parry

City Staff: Sara Taylor-Ferrell, Niles Anderegg, Jenny Kimball, Jackie Mobley, Tatum Walker

Guest: Judy Rudolph

I. Convene

Meeting convened at 7:01 p.m.

II. Minutes

August 8, 2019 meeting 15-19 – Approved

Motion: To approve the minutes

Moved: Task Force Member_Kelly

Seconded: Task Force MemberTarnove

Vote:

For: 4 (VanGrack, Goodman, Tarnove, Kelly)

Against: 0

Abstain: 1 (Becker)

Absent: 1 (Hedrick) arrived at 7:31p

III. Interview with Tatum Walker about the City's Website

Tatum Walker, Digital Communications Manager for the City of Rockville, provided an overview of her role with the city and explained how the website is managed by the city.

The task force asked questions of clarification on topics such as creating a new page on the website for Rockville-affiliated organizations as well as adding links to applicable laws for each board or commission. The main discussion was about what is the goal with these pages and how best can the city's website help achieve this goal.

IV. Nomenclature Issue Paper

The task force reviewed an issue paper on nomenclature presented by Task Force Member Kelly. The document included a series of recommendations on what to call various organizations in the final report.

Question 1: Should we use the term BCTF as an abbreviation for this task force, or use it to refer to all boards, commissions, task forces, and committees collectively?

Motion: To use the acronym BCTF to refer to the Boards and Commission Task Force.

Moved: Task Force Member Becker

Second: Task Force Member Kelly

Vote: Unanimous (6-0)

Question 2: What's the best generic name for all of Rockville's volunteer citizen organizations, including boards, commissions, task forces, committees, and other volunteer groups serving the city?

Motion: To use the phrase and acronym Rockville Volunteer Organization (RVO) to refer to all of the volunteer boards and commissions that are a part of the city.

Moved: Task Force Member Becker

Second: Task Force Member Hedrick

Vote: Unanimous (6-0)

Question 3: What term should we recommend for the group of organizations that don't fit within the group called "Boards and Commissions?"

Motion: to use the phrase Rockville-Affiliated Organization to refer to organizations such as 501c3s that the city does not control but has some connection to.

Moved: Task Force Member Hedrick

Second: Task Force Member Tarnove

Vote: Unanimous (6-0)

V. Status Update to the Mayor and Council

The task force reviewed a letter drafted by Task Force Chair VanGrack to the Mayor and Council on the status of the BCTF. The task force made comments

and revisions to the letter, including how best to include recommendations in the letter.

Action item: Chair VanGrack asked that task force members send their revisions to him via email before the next meeting for incorporation in a revised draft of the letter.

The task force also discussed what the deadline should be for the final report.

Motion: to make the deadline for the Final Report Oct. 4th for presentation at the Oct. 21st Mayor and Council Meeting

Moved: Task Force Member Hedrick

Second: Task Force Member Kelly

For: 4 (Chair VanGrack, Task Force Members Hedrick, Kelly, Becker)

Against: 1 (Task Force Member Goodman)

Abstain: 1 (Task Force Member Tarnove)

The task force also discussed the outline of the report prepared by Task Force Member Tarnove. This discussion focused on which task member would do what and also where some topics would fit in the outline.

Action Items: **Task Force Member Tarnove** agreed to serve as editor of the final report. **Task Force Member Kelly** agreed to work on issue papers related to relevance and operational effectiveness along with the documents he has already prepared. **Task Force Member Hedrick** agreed to focus on the data collection. **Task Force Chair VanGrack** agreed to work on the cover memo/Letter of Transmittal.

VI. Future Meetings

Thursday, August 29, 2019—Black-Eyed Susan Conference Room (7:00-9:00 PM)

Wednesday, September 4, 2019—Red Maple Conference Room (7:00-9:00 PM)

Wednesday, September 11, 2019—Red Maple Conference Room (7:00-9:00 PM)

Wednesday, September 18, 2019—Red Maple Conference Room (7:00-9:00 PM)

Tuesday, September 24, 2019—Red Maple Conference Room (7:00-9:00 PM)

Wednesday, October 2, 2019—Black-Eyed Susan Conference Room (7:00-9:00 PM)

VII. Adjournment

With no further business to discuss, the meeting adjourned at 8:45 p.m.