

**Meeting Minutes**  
**Sustainable Communities Planning Grant**  
**Meeting of the Coordinating Committee of the Consortium**  
**Tuesday, October 25, 2011 10 a.m. to Noon**  
**H-GAC Conference Room A, Second Floor**

**MEMBERS OF THE COORDINATING COMMITTEE IN ATTENDANCE:**

David Crossley, Houston Tomorrow  
DC Dunham, Bay City Development Corporation  
Victoria Herrin, Houston Wilderness  
David Hitchcock, Houston Advanced Research Center  
Marilynn Kindell, Fort Bend County  
Mike Kramer, City of Houston  
Christy Lambright, Harris County  
Dr. Carol Lewis, Texas Southern University  
Sherry McKibben, City of Huntsville  
Donna Rybiski, Center for Houston's Future  
Lori Feild Schwarz, City of Galveston  
Jeff Taebel, Houston-Galveston Area Council  
Amanda Timm, Local Initiatives Support Corporation  
Joe Webb, Blueprint Houston  
Toy Wood, Greater Houston Builders Association

**Also in attendance (based upon sign-in sheet available at the meeting and meeting participation)**

Will Allen, The Conservation Fund; Ole M. Amundson, The Conservation Fund; Mayra Bontemps, Harris County; Jarred Briggs, Harris County; Toni Candis, Harris County; Allison Carr, Houston-Galveston Area Council; Richard Cron, Houston Wilderness; Meredith Dang, Houston-Galveston Area Council; Patti Joiner, Knudson; Erin Livingston, Houston-Galveston Area Council; Angela Martinez, Knudson; Cheryl Mergo, Houston-Galveston Area Council; Martha Murphree, Blueprint Houston; Kelly Opot, Harris County; Diana Ponce De Leon, City of Houston; Michael Schwartz, The Conservation Fund; Anna Sedillo, City of Houston; Andrea Tantillo, Houston-Galveston Area Council; Jazmin Varela, The Conservation Fund; Ted Weber, The Conservation Fund; and Travis Young, Harris County

**1. Regular Business – Call to Order**

Amanda Timm, Coordinating Committee Vice-Chairman, called the meeting to order at 10:05 a.m.

**2. Certify Quorum**

At least 51% of the member entities were represented, constituting a quorum.

**3. Public Comment**

No public comments were provided.

**4. Approval of September 27, 2011 Meeting Minutes**

**Action:** Motion made by Sherry McKibben, seconded by Christy Lambright, to approve the meeting minutes.

The Coordinating Committee approved the minutes.

## **5. Joinability**

Meredith Dang presented a report from the ad hoc committee established to discuss joinability (the need and method to be used to add members to the Coordinating Committee). The ad hoc committee met and followed up by presenting a draft gap assessment and timeline to the Coordinating Committee at the September 27 meeting. The Committee deferred action pending additional analysis on the membership distribution as well as to research best management practices of other grant recipients and provide some clarification in terms of balance and size of the Coordinating Committee and the timeline in which applications for membership will be considered (as needed through a gap assessment at major milestones in the grant process).

The ad hoc committee met again and developed a process and timeline for consideration.

Discussion:

Mike Kramer distributed an amended version of the process and timeline.

**Action:** David Crossley made a motion, seconded by Sherry McKibben, that the Coordinating Committee accept the process and timeline for joinability with Mike Kramer's amendments.

Additional Discussion:

Christy Lambright requested the following addition to the document as presented by Mike Kramer: Under "Current Situation" change the language to read: "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."

The Coordinating Committee approved the motion as amended.

## **6. Public Engagement**

Representatives from AECOM presented an overview of the agenda for a workshop with the Coordinating Committee scheduled on November 16, 2011.

## **7. Updates**

Meredith Dang announced that a metrics fundamentals seminar/webinar is scheduled for October 26. Follow up workgroup meetings are scheduled at H-GAC on November 4 and November 17.

Meredith Dang announced that the existing plans survey is available online at [www.gosustainablenow.org](http://www.gosustainablenow.org).

## **8. Announcement**

David Crossley invited Coordinating Committee members to attend Houston Tomorrow's Distinguished Speaker Series Luncheon with Frederick Steiner on November 3.

## 9. Other Business

None.

## 10. Next Meeting Dates

November 29, 2011, 10 AM  
H-GAC Conference Room A, Second Floor  
3555 Timmons Lane, Houston, TX 77027

December 19, 2011, 10 AM\*  
H-GAC Conference Room A, Second Floor  
3555 Timmons Lane, Houston, TX 77027

\*This meeting will be followed by a joint meeting with the Regional Transportation Plan subcommittee from noon to 1 PM at H-GAC. The meeting will be a brown bag lunch.

## 11. Adjourn

**Action:** Following a motion by Sherry McKibben, seconded by Christy Lambright, the Coordinating Committee unanimously agreed to adjourn the meeting at 11:45 AM

### QUESTIONS/COMMENTS:

Please contact Meredith Dang, H-GAC  
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