

**Meeting Minutes**  
**Sustainable Communities Planning Grant**  
**Meeting of the Coordinating Committee of the Consortium**  
**Monday, December 19, 2011 10 a.m. to Noon**  
**H-GAC Conference Room A, Second Floor**

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

David Crossley, Houston Tomorrow  
Ronald Drachenberg, Fort Bend County  
DC Dunham, Bay City Community Development Corporation  
Clint Harbert, METRO  
Victoria Herrin, Houston Wilderness  
Mike Huddle, Montgomery County  
Christy Lambright, Harris County  
Stefanie Lopez, United Way of Greater Houston  
Sherry McKibben, City of Huntsville  
Diana Ponce De Leon, City of Houston  
Donna Rybiski, Center for Houston's Future  
Lori Schwarz, City of Galveston  
Jeff Taebel, Houston-Galveston Area Council  
Amanda Timm, Local Initiative Support Corporation  
Joe Webb, Blueprint Houston  
Chuck Wemple, Gulf Coast Economic Development District  
Maggie Yancey, Greater Houston Builders Association

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

Charles Airiohuodion, Texas Department of Transportation; Katy Atkiss, Local Initiative Support Corporation; Larry Badon, METRO; Mayra Bontemps, Harris County; Jared Briggs, Harris County; Bryan Brown, TGC; Toni Candis, Harris County; Alan Clark, Houston-Galveston Area Council; Meredith Dang, Houston-Galveston Area Council; Liz Drake, AECOM; Graciela Lubertino, Houston-Galveston Area Council; Angela Martinez, Knudson; Cheryl Mergo, Houston-Galveston Area Council; Martha Murphree, Blueprint Houston; Kelly Porter, Houston-Galveston Area Council; Anna Sedillo, City of Houston; Chandra Steinback, City of Huntsville; Andrea Tantilillo, Houston-Galveston Area Council; Amanda Thorin, Houston-Galveston Area Council; Monique Ward, METRO; Nicholas Williams, Houston-Galveston Area Council; and Chelsea Young, Houston-Galveston Area Council.

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

Chuck Wemple, Coordinating Committee Chairman, called the meeting to order at 10:12 a.m.

**2. Certify Quorum**

At the time the meeting was called to order, a quorum was not present. Jeff Taebel made a motion, seconded by Joe Webb, to allow Diana Ponce De Leon to represent the City of Houston as a voting member of the Coordinating Committee during this meeting. The unanimous approval of this motion meant a quorum was

present and the Coordinating Committee could conduct business. At least 51% of the member entities must be present to constitute a quorum.

### 3. Public Comment

No public comments were provided.

### 4. Approval of November 29, 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. Officer Nominations

Christy Lambright, representing the nominating subcommittee, gave the following report:

Per our bylaws we assembled a nominating committee meeting to solicit and review nominations for Chair, First Vice Chair and Second Vice Chair. We had several nominations; however, some nominees declined after nominations had closed. As a result, the nomination committee decided that to ensure we have a robust nomination pool and that everyone on the Coordinating Committee is comfortable with the nominations the Coordinating Committee should accept nominations from the floor for officers and vote during today's meeting by paper ballot.

**Action:** Christy Lambright made a motion to open voting for the three officer positions – Chair, First Vice Chair and Second Vice Chair – and that each position be open for nominations from the floor of Coordinating Committee members who are present at the December 19, 2011, meeting, and proceed to the voting of said members. The motion was seconded by Sherry McKibben.

Discussion:

No nominations were made from the floor for position of Chair.

No nominations were made from the floor for the position of First Vice Chair.

Amanda Timm asked that her name be removed from the Second Vice Chair nominations.

The Coordinating Committee approved the motion to open the voting for nominations from the floor. Paper ballots were distributed to members present at H-GAC and electronic ballots were forwarded to members present via phone conference, and the following Coordinating Committee members received the most votes for their respective offices for 2012:

Chair – Chuck Wemple

First Vice Chair – Amanda Timm

Second Vice Chair – Victoria Herrin

**Action:** Sherry McKibben made a motion, seconded by Christy Lambright, that the slate of officers as voted on by the Coordinating Committee be installed as the 2012 officers. The Coordinating Committee unanimously approved the slate of officers.

## 6. Joinability

Christy Lambright, representing the joinability subcommittee, gave the following report:

The joinability subcommittee previously identified gaps in membership in the Coordinating Committee. Membership in the Committee was opened, and Coordinating Committee members were asked to reach out to entities that could fill the gaps and that would be interested in participating as members of the Coordinating Committee. The subcommittee received two applications by the membership deadline of December 5 and reviewed the applications received.

**Action:** Christy Lambright made a motion to extend an invitation to join the Coordinating Committee to the Center to Eliminate Health Disparities at the University of Texas Medical Branch and the Center of Rural Studies at Sam Houston State University. David Crossley seconded the motion.

Discussion

Members of the Coordinating Committee expressed support for both potential new members.

The Coordinating Committee unanimously accepted the new members.

## 7. Joinability

Christy Lambright, representative of the joinability subcommittee, gave the following recommendation:

The subcommittee recommended considering additional members following the public engagement roll out for the project.

Discussion:

The Coordinating Committee should make the next round of outreach for joinability more clear and robust and easy to forward to interested entities.

## 8. Workgroup Meetings

Meredith Dang, H-GAC staff, gave the following report:

A working session of Coordinating Committee members met to discuss the plan for moving forward with goal and metric development. The group reviewed how the goals and metrics will be used in the planning process and discussed the level of specificity and number of goals to be developed. The subcommittee considered future workgroup meetings, gaining consensus on goals, evaluating metrics and incorporating public input. The subcommittee also provided feedback on draft goals from the workgroups, including goals identified as challenging across transects.

## 9. Public Engagement

Liz Drake from AECOM presented logo designs and said the goal was to get a consensus on the logo and tag line for the project.

Discussion:

Do not use the word “one.” Use the word “our” instead.

The use of “Greater Houston” may alienate the rural areas.

The Regional Transportation Plan Subcommittee may need to have input in the logo as well since we are considering combining public engagement efforts.

The timeline may overlap now, but the grant is ours and this logo and branding will go beyond public engagement.

Do not use the word “grow.”

“Building” and “growing” are not values we are addressing in this plan.

The word “sustainability” and the word “Houston” are important and should remain in the logo or tag line.

“Sustainability” is the most important word in the English language.

Defining and naming the region has been a challenge since the beginning of the application process. During the application, we referred to the region as the Houston Gulf Coast Planning Region.

“Sustainability” is a word that now has negative connotations. It may be better to educate the public on the principles of sustainability without using that word in the logo or tag line.

The plan could be named the “Houston-Galveston Regional Plan” to indicate that it is a regional effort.

Change the word “vision” to “visions.”

Leave the word “vision” singular because there should be an overarching vision for the region. A singular vision represents many pieces of a whole.

Consider using “Houston-Galveston Area Plan – OUR Region, Vision – People, Places, Prosperity”

“Our” should be lowercase.

Next Steps:

AECOM will provide new logo drafts based on the comments and e-mail them to the Coordinating Committee for further comment. The goal remains to come to a consensus on the logo design and tagline by the first of the year. Comments on the new design were due to AECOM by December 23.

## 10. Updates

**Financial Report:** Meredith Dang presented the financial report, a standing monthly item for the Coordinating Committee’s review. Discussion included a reminder that reports for match are due from

Coordinating Committee members quarterly. H-GAC staff was asked to send out reminders when match reports are due.

**Governmental Advisory Committee Appointments:** The Governmental Advisory Committee was scheduled to be ratified by the H-GAC Board of Directors at their regular meeting on December 20.

**Learning Topics for Future Meetings:** In an effort to continue the learning and capacity building of the Coordinating Committee, staff distributed a form requesting:

- Topics of interest for upcoming meetings
- Potential speakers for upcoming meetings
- Willingness to coordinate with speakers for upcoming meetings

The goal is to obtain guest speakers for future meetings to increase the Coordinating Committee's knowledge base.

**Future Agenda Input:** Coordinating Committee officers and H-GAC staff would like to provide the opportunity for all Coordinating Committee members to provide input for agenda items. The group will begin having conference calls, open to the entire Coordinating Committee, 10 days prior to the meeting to discuss the agenda and ensure everyone has the chance to provide input.

## 11. Other Business

None.

## 12. Announcements

Livable Houston Initiative's December meeting is Wednesday, December 21 – a week earlier due to holidays. The meeting focus was Houston's new Coalition for Complete Streets.

LISC, the Urban Institute and the Federal Reserve Banking System will cohost a seminar at several sites around the country on regional housing issues. Houston is one of the sites on January 23.

The 2012 Community Indicators Symposium will be February 10 at the George R. Brown Convention Center.

## 13. Next Meeting Dates

January 24, 2012, 10 AM  
H-GAC Conference Room A, Second Floor  
3555 Timmons Lane, Houston, TX 77027

February 28, 2012, 10 AM  
H-GAC Conference Room A, Second Floor  
3555 Timmons Lane, Houston, TX 77027

## 14. Adjourn

Chuck Wemple announced that the meeting was adjourned at 11:35 AM. This meeting was followed by a joint meeting of the Coordinating Committee and members of the Regional Transportation Plan Subcommittee.

A summary of that meeting follows:

Meredith Dang and Roland Strobel, H-GAC staff, presented overviews of the Regional Plan for Sustainable Development (RPSD) and Regional Transportation Plan (RTP) and discussed how the timing for public engagement for both plans could overlap. Since both public engagement processes could draw interest from many of the same people, H-GAC staff proposed that the public engagement for the RSPD should include questions that would also be beneficial to the RTP development. Committee members from both groups could also coordinate efforts to analyze and report on data collected during public engagement to ensure both plans reflect the same vision and goals.

The RTP and RPSD are separate plans and will diverge into their own development processes following the public engagement collaboration. The Coordinating Committee will take the lead in the public engagement effort. Any members of the RTP Subcommittee interested in participating in public engagement planning and strategy can participate on the Coordinating Committee's Public Engagement Subcommittee.

In attendance at the joint Coordinating Committee/Regional Transportation Plan Subcommittee meeting (according to the sign in sheet – additional people may have attended and participated in the meeting but were not included on the sign in sheet)

Charles Airiohuodion, Texas Department of Transportation; Katy Atkiss, Local Initiatives Support Corporation; Larry Badon, METRO; Kelly Carpenter, City of Baytown; Alan Clark, Houston-Galveston Area Council; Maureen Crocker, Gulf Coast Rail District; David Crossley, Houston Tomorrow; Charles Dean, Harris County; Ronald Drachenberg, Fort Bend County; Scott Elmer, Missouri City; Trent Epperson, Pearland; Ken Fickes, Harris County; Clint Harbert, METRO; Victoria Herrin, Houston Wilderness; John Isom, City of Waller; Christy Lambright, Harris County; Sherry McKibben, City of Huntsville; Donna Rybiski, Center for Houston's Future; Chandra Steinback, City of Huntsville; Roland Strobel, Houston-Galveston Area Council; Robert Sutton, Parsons Brinckerhoff; Jeff Taebel, Houston-Galveston Area Council; Patrick Walsh, Sugar Land; Jeff Weatherford, City of Houston; Joe Webb, Blueprint Houston; Chuck Wemple, Gulf Coast Economic Development District; and Maggie Yancey, Greater Houston Builders Association.

### QUESTIONS/COMMENTS:

Please contact Meredith Dang, H-GAC

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