



**CARSON CITY DOWNTOWN CONSTORIUM
ACTION GROUP LEADERS
Meeting Summary
Carson City Hall
201 N. Carson St., Suite #2 Office of Business Development
Carson City, NV
April 28, 2008
6:00 pm**

Minutes

Attendance

Tammy Westergard, Robin Williamson, Jean Bondiet for Anne Macquarie, Chris MacKenzie, Brenda Dahlquist, Linda Ritter, Karen Abowd & Margaret Ann Schneweis for Candy Duncan.

The meeting was called to order by Tammy Westergard at 6:09 PM

I. Tammy Westergard welcomed all in attendance and ask people to reintroduce themselves and note the action group they represent.

II. Further discussed and clarified Consortium short term and long term goals.

Tammy first handed out organizational folders for each action group chairperson to include the following:

- List of all members to their action group with contact information**
- List of action group leaders with their contact informatioin**
- List of community and City resources with contact information**
- Long term and short term project plan forms**
- Copy of Carson City's Downtown Mixed – Use Zoning and Development code: EZ Read version**

Tammy offered an overview expectation that the group's long term and short term goals are to be formed to become representative examples of what can be done at each level of focus, not that this Consortium will in fact be able to “do” or “implement” all that needs to be done and that small representative success will go along way in continuing to expect that one day a fully redeveloped mixed use downtown Carson City will indeed work in service of Carson City's economic and civic goals.

III. Steps to get there

- a. Via the efforts of the Consortium short term and long term goals will follow defined**

steps:

- **Determine primary goal of banner objective – if there is one thing the group could do now, what would that be? One thing the group would recommend to keep things on the right track, what is it?**
- **Identify the reason the two are right for Downtown and write two statements of need – one for the short term goal and one for the long term recommendation.**
 - **Gathered information that justifies positions is from relevant, current sources**
 - **Baseline must be identified in the statements of need.**
 - **Key observations should be identified**
 - **Specific barriers and opportunities should be named**
- **Agree on vision for execution of short term and long term action plan, determine and obtain approval points from action group members.**
- **Submit the short and long term action plans to the Leadership Group.**
- **Execute plan with all identified resources.**

b. Linda Ritter recommended an effective method of engaging group input:

- **Contact all group members and introduce yourself.**
- **Remind members of banner objective of your action group**
- **Consider what kinds of reference material your group may need prior to brainstorming and request that from the Office of Business Development**
- **Solicit ideas via email – noting that every idea is worth considering and that when the group connects to vet all ideas they will be anonymous**
- **Call group meeting – either in person or conference call – use the online form to help you get that information out and posted.**
- **Conduct meeting and determine the central themes relative to short and long term goals**
- **Decide on direction and fill out “project plan” form**

IV. Timelines

- a. Action Group Leaders meeting = June 2 – 6:00 p.m. City Hall action group project plans (short term and long term due)**

V. Best Practices for leading Action Group

- a. use online features**
- b. request meeting rooms thru Office of Business Development**
- c. use Office of Business Development resource library**
- d. request presentations from City departments**

Next meeting will be at the Carson City Hall June 2, 6 p.m.

As there was no more business, Tammy made a motion to Adjourn at 7:33p.m.

Adjourned at 7:33 pm.

