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## LTCCC Steering Committee Meeting Minutes

**Thursday, June 9, 2016**

**3:00 – 4:00pm**

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### **AGENDA**

**PRESENT:** Benson Nadell, Marie Jobling, Anne Quaintance, Cathy Spensley, Kelly Hiramoto, Traci Dobronrovova, Vince Crisostomos

**DAAS STAFF:** Valerie

### **TOPICS**

1. **Retreat scheduled for Thursday, July 14<sup>th</sup> 12-4pm:** reviewed draft agenda, discussed facilitation, focus of retreat and other details. The retreat will be a process oriented, logistic meeting and the steering committee needs to refine the deliverables for the day.

**Other discussion points:** that the 2008 Community Placement Report has valuable information the group should reassess; interest in having the Mayor's staff attend regularly and deciding who within the office to reach out to; possibly having a theme or topic that drives the focus and the work of the LTCCC and workgroups; creating a "liaison structure" or mechanism for members to easily share information between advocacy groups; and considering the success of the LTCCC and its workgroups, to really evaluate the process and the impact.

- **Vince** will look up ice breakers for us & has some funding available for lunch
  - **Valerie** will find the survey Rick Crane did of LTCCC members a few months prior to see if appropriate to bring to retreat
  - **Kelly** is helping to coordinate location (Laguna Honda) and light refreshments
2. **Website update:** group had requested an update on LTCCC website, emailed to steering committee members and summarized below (per consultant Rick Crane):  
*"We now have a couple of different color schemes, a couple of sub-page layouts (Section page), selected the content management platform that we will use and a partially draft style sheet for the site... We hope to have a meeting the week of the 20th or 27th for them to review and give us direction of the choices of color and layout style."*
  3. **Future agenda topics:** the group decided to hold off on discussing any future agenda items, preferring to reconvene after the retreat.
    - **July** – retreat/no meeting -
    - **Aug.** - no meeting -

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Next Steering Committee meeting:  
**Thursday, September 8, 2015, 3:00 – 4:00pm**