

**Minutes of Community Information Forum Meeting
Breakers Pub Loft
Tuesday, February 4, 2014
4:30 p.m. – 5:30 p.m.**

Members present

Michal Sluka
Mike Slubowski
James McNish
Corinne Bomben (Alternate for Bob Long)
Ken Shaw
Don Scott
Bill Mounce
Nancy Griffith-Zahner
Peter Freeman
Ken Lippett
Amber Sheasgreen
Luanne Roth
Sheila Gordon-Payne
Ryan Leighton
Frank DeBartolo (Alternate for Helen Johnson)

PRPA staff Present

Don Krusel
Ken Veldman
Maynard Angus
Char Hamilton

Regrets

Bob Blain
Reid Weibelzahl
Glen Edwards
Ron Bedard

1. Call to Order

Ken Veldman called the meeting to order at 4:30 pm.

2. Member Introductions

Ken Veldman welcomed the Committee members to the first Community Information Forum and invited each member to introduce themselves in a roundtable format.

3. Introductory Remarks

Don Krusel welcomed and thanked everyone for committing their time to participate in the Forum, and outlined PRPA's goals of the Community Information Forum providing PRPA with another tool to engage the public and gather feedback on PRPA activities, projects and issues.

4. PRPA Community Information Forum Charter

Members reviewed the Charter and discussed the following:

Mission:

- The Forum has been established to provide an ongoing forum for dialogue around PRPA's operations and Port development
- The Forum will offer an opportunity to learn about various activities related to the Port and provide input to PRPA on issues of concern.

Membership:

- Frequency of schedule, alternate members, and public/media access

Roles & Responsibilities

- Members will be expected to adhere to "Rules of Engagement" within the Forum
- PRPA will provide support staff, resources, and a commitment to review group recommendations

Operations

- Role of the Chair
- Agenda self-determination and criteria
- Consensus decision making and alternatives

Comments and Discussion of note:

- The mission statement was discussed at length, but was considered broad enough to work with.
- Monthly meetings are preferred for the first few months, and could be augmented with [distribution of information by email](#), an online forum or working committees
- Consistency in membership attendance was considered important, and alternatives would not be considered at this time.
- The committee should select a particular date to meet every month.

- The role of the chair was discussed, and different options were suggested. There was general agreement that the Chair's role as meeting facilitator would be filled by PRPA for the time being.
- There was general agreement to the suggestion that an appropriate topic for the next meeting would be a Port overview from PRPA, ~~and would serve as a foundation to identify priority topics going forward.~~

Next Committee meeting

It was agreed that PRPA would identify an appropriate representative to provide a Port overview. A survey would be distributed to members to determine an appropriate meeting time.

Meeting adjourned at 5:35 p.m.