West Oakland Community Action Plan
Steering Committee Meeting #18
Wednesday, December 10, 2019 | 5:30 pm — 8:30 pm
West Oakland Senior Center

Meeting Summary

1. **Welcome** (Marybelle Tobias, Facilitator). Marybelle welcomed attendees and shared the objectives for the meeting, which included discussions about Steering Committee Subcommittees, and a presentation of proposed Steering Committee meeting activities for the first quarter of 2020. Ms Margaret Gordon (WOEIP) led a round of introductions.

2. **Recap: Progress to Date** (Brian Beveridge, WOEIP). Brian recapped the co-leads’ recommendations for roles and responsibilities during the implementation phase and briefly summarized feedback received from the November SC meeting.

3. **Deeper Dive on Sub-committee Roles and Responsibilities** (Wendy Goodfriend, BAAQMD). Wendy shared that the Steering Committee will continue on as the primary decision-making body. (Membership may change. Continues to represent residents and businesses of plan areas: street addresses in West Oakland.) The SC will use the guiding principles of: (a) centering equity and (b) neighborhood by neighborhood focus.
   a. Sub-committees will take deeper dives into specific strategies and share information to help the SC make decisions, such as whether there is available funding. Non steering committee members can be a part of sub-committees to enable broader stakeholders to formally participate and be part of the conversation. Will retain the co-chair structure (agency + community) for each sub-committee; to ensure the community voice is empowered throughout the entire process.
   b. Wendy then shared a timeline for SC activities throughout 2020, beginning with prioritizing “partner strategies” for implementation, followed by a mid-year pause and reflect, and concluding with a focus on removing barriers to implementation and celebrating successes.
   c. **Questions + Suggestions**. One person asked whether individuals can participate in multiple sub-committees? Co-leads answered that, in the process currently charted out, each person can participate in 2 sub-committees. Michelle Arango, a youth from New Voices are Rising commented that the co-leads should do extensive outreach in West Oakland schools to engage students to participate.

4. **World Café: Subcommittees** (Alison Kirk, BAAQMD). After briefly recapping the Steering Committee + Sub-Committee approach, Alison described the small group exercise where attendees would break up into 4 groups and go round to each of four tables representing each sub-committee to provide input on the proposed structure and volunteer to participate where interested. She posed four questions for consideration:
   a. Is this group of strategies the right grouping?
   b. Are there strategies that you are excited to work on?
   c. Are you interested in participating in the Steering Committee?
   d. Do you have co-chair nominees for the sub-committee?
e. **Report Back.** Participants shared some insights from the small group discussions.
   i. Make sure that work that is happening in sub-committees is being leveraged in each group.
   ii. Have representation from the most impacted communities, such as having disabled residents participating in transportation strategies.
   iii. Better categorize the groups and provide clarity about the goals of each group.
   iv. Make sure to include all appropriate agencies and their jurisdiction.
   v. Think strategically about the ordinances that are being implemented and partner with NGOs and community based organizations that are already doing that work on the ground in West Oakland.

5. **Meeting Activities for First Quarter 2020** (Azibuike Akaba, BAAQMD). Azibuike asked participants to sign up for the sub-committees that interest them. Azibuike then polled the audience to finalize the proposed structure. There was consensus on:
   a. Meeting every month for two hours (1 hr for SC; 1 hr for sub-committees).
   b. Sub-committees will meet for one hour each month -- right now, you have to commit to one sub-committee only.
   c. There will be notetakers in each sub-committee so you can stay informed about their discussions.
   d. There may be work or research assigned to sub-committee members to complete in the interim between meetings.

6. **Wrap-up + Next steps** (Marybelle Tobias, Facilitator).
   a. **Next Meeting:** Wednesday, January 15, 2020 → Subcommittees will meet for the first time during the next SC meeting.

7. **Adjourn.**