

Uptown Task Force Meeting Minutes
December 6, 2018
8:00 – 10:00 a.m.
Duquesne University, Student Union, Africa Room

Present: Roger Altmeyer (UPMC-Mercy), Derek Dauphin (DCP), Ryan Foster (InnovatePGH), Jeanne McNutt (Uptown Partners), Stephanie Moyes (Bethlehem Haven), Mary Ellen Solomon (Duquesne University), Andréa Stanford (Allegheny County), Joe Wingenfeld (Uptown Partners), Joan Hayek (Duquesne University)

Call to Order/Welcome: Mary Ellen Solomon convened the meeting at 8:16 a.m.

Approval of Minutes: Mary Ellen asked for a motion to have the November meeting minutes approved that were previously distributed to all members via email. The motion was approved with no dissent.

Agenda Discussions:

(1) Discussion of Uptown Task Force Membership Expectations and Protocols: Mary Ellen shared resource materials, including the Oakland Task Force About Us website page and the South Side Neighborhood Plan sections pertaining to the South Side Planning Forum, both of which are entities that operate with similar overall goals as the Uptown Task Force. The Uptown Task Force framework document, which was drafted when the Task Force was formed, was also circulated for reference. It was noted that the framework document needs some updating to reflect the changes of leadership for the sub-committees, and after the discussion today, it will most likely need further updates.

- (a) *Membership:* Currently, the Task Force invite is sent out to about 35 organizations each month. Task Force meetings are not open to the public. About 10 of the organizations or individuals have never attended a meeting or participated in any way. After some discussion, Task Force members agreed that one last attempt to engage those organizations should occur, and that the expectation of attendance at a minimum number of meetings (6) will be expected on an annual basis. If the organizations/individuals not respond, they will then be removed from the Task Force membership list. The organizations would also be invited to participate in sub-committee meetings as well, as some organizations prefer to go to those instead of coming to the full Task Force meeting.

Task Force members also decided that a quorum should be established if there is a matter that needs to be voted on, but the number of people that make up a quorum cannot be decided until the final outreach has occurred to the organizations that have never attended. Additionally, Task Force members decided that moving forward government agencies should abstain from voting on any development projects or policy issues.

Members also discussed the notion of redefining membership, such as how the South Side Planning Forum does (voting versus non-voting; organization versus sector), and whether votes can or should be taken via email rather than only at meetings. Members tabled this discussion on setting specific standards past the required 6 meeting attendance and for a future meeting.

(b) Mission Statement Discussion: Members discussed the notion of incorporating a mission statement into the Uptown Task Force framework document and reviewed the mission statements of the Oakland Task Force and the South Side Planning Forum. It was decided that in addition to making some suggested updates to reflect Sub-committee leadership changes etc. that Mary Ellen would draft a mission statement for members' review at the January meeting. Proposed changes to framework document include:

- Government agencies should abstain from all voting
- In order to be a voting member, an organization must attend at least 6 meetings per year, beginning in 2019
- Addition of a mission statement to the Task Force framework
- Edits to the Sub-committee section, specifically leadership
- In terms of letters of support, if an organization does not want to sign such letters they should communicate its position separately to the appropriate city/county agency

Some additional protocols that were discussed:

- Support for projects – Incorporating more specific language in the framework that identifies what type of projects the Task Force will consider (development projects, institutional master plans, construction projects)
- Sub-committee work plans – Sub-committees should propose an annual work plan that would then receive approval from the Task Force
- Leadership of sub-committees – from its inception the Task Force discussed and approved the leadership of each sub-committee; in light of transition of the Development Sub-committee with the Avenu no longer serving in that role, the Task Force should consider approval of that transition

At the January meeting, the Uptown Task Force operating framework discussion will be revisited, and the Task Force will have the chance to review the draft changes to the framework document.

Sub-Committee Updates:

Community: November meeting focused on establishing metrics to track the progress of advancing prioritized projects of the Sub-committee. Essential technical partners were invited to participate.

Development: The next Development Sub-Committee meeting will be held on Thursday, December 13th at 8:30 am to discuss baseline data from Interface Studio.

The meeting was adjourned at 9:13 a.m.

Next Uptown Task Force Meeting - 8 a.m. on Thursday, January 3, 2019 at UPMC Mercy.