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September 2, 2020

Facilitator(s): Amy Wooldridge

Presenter(s): None

**1) Welcome & Introductions**

- a. Update – art installation (African American Diaspora of Art in Oakland / Rhythmix)
- b. Introductions
  - i. Name
  - ii. Ways you're involved in various aspects of Alameda community
  - iii. One word that encapsulates your hope for this park renaming process
- c. Agenda
  - i. Review agenda
  - ii. Not yet discussing specific names today at first meeting. Focus on establishing process and goals that all in the group feel comfortable with.

**2) Framework for Discussions**

- a. Meeting date/time – every Wednesday from 3:30 – 4:30pm
  - i. Please be prepared and prompt to meetings. We will start right at 3:30pm
  - ii. We will respect people's time and always end at 4:30pm
  - iii. Zoom is a recurring meeting, so you can use the same meeting ID each time.
  - iv. If a committee member misses a meeting, a recording of the meeting will be made available to them and they can request a buddy to take notes for them during the meeting
- b. Amy will be facilitating to ensure an open and respectful discussion.
  - i. Co-facilitator
    1. Philly
    2. Mia - notes
- c. Framework for healthy and respectful discussions:
  - i. Respect each other.
    1. We are a diverse group of people with a broad range of ideas and perspectives
    2. Respect opinions even when they are different and varied
    3. If disagree, please address the issue, not the person
    4. We want everyone to feel safe and encouraged to participate
    5. Listen with an open mind
    6. Confidentiality. Protect individual's privacy but still okay to be transparent on process with our people's names
- d. Voting process: Consensus – 5-finger voting, not 50+1 majority
  - i. More information at <https://www.leadstrat.com/5-finger-consensus/>
  - ii. Commissioners & staff won't vote

**3) Discuss Purpose & Goal of Committee**

- a. First goal to focus on park names specifically for the formerly named Jackson Park
  - i. Handout Materials
    1. City Naming Policy
    2. Park Names List (so far)
    3. Inclusive communication document

- ii. Explain process for naming – recommendation to Commission then to Council (both public input meetings for further input)
  - iii. Can create a short list to recommend, not necessarily just one name
- b. Second goal to recommend ideas to revise existing Naming Policy and how can we make the process more inclusive, specifically for park names (both renaming and new parks)
  - i. Elements from this process can be used in future conversation as a model
    - ii. Response to question: Eleven people that expressed interest in the Committee ultimately did not join.
- c. Third goal talk about the reason why we're renaming the park. Opportunity to educate the community and tell the story of what's happening and why.

#### 4) Follow-up next meeting

- a. Prepare a response for members who get asked why we are renaming Jackson Park.

September 9, 2020

Facilitator(s): Amy Wooldridge

Presenter(s): Mia Eichel

#### 1. Introduction

a. Last meeting, Committee members introduced themselves, agreed to proceed with respect, Amy asked for co-facilitator, Philly agreed; Amelia volunteered as notetaker with Katherine as a back-up; the group agreed to a 5 finder "consensus" process; Committee established three goals: recommend new name or names, share advice on renaming policy, and explain why park was being renamed. The group agreed to balance confidentiality and transparency. Amy announced \$5K allocated for temporary art installation.

b. Patrice resigned from the committee because her family is moving out of Alameda

#### 2. Discussion about "why" statement for committee

. The committee's responsibilities are to make name recommendations to City Council, review and possibly amend the City's renaming policy, and explain why the park was renamed

a. "We aren't renaming the park just because we got bored of the name" we must be explicit about Andrew Jackson's oppressive nature

b. It's important for committee members and the community to understand why we are renaming the park

c. A few members suggested a marketing strategy is needed for spreading the word about park renaming

#### 3. Discussion about what organizations/stakeholders we represent

. Jessica- none in Alameda, but teaches at Cal State East Bay

Jim- PFKAJP neighborhood

Mia- CRJP, ACES, and lifelong resident of Alameda

Rachel- long-time resident of Alameda, legal background

Raquel- AHS, AHS leadership, Youth Activists of Alameda, ACES, CRJP

Philly- AHS Hall of Fame Committee, just retired from AGSA

Adrienne- Chair of Recreation and Parks Commission, lifelong Alameda resident

Eric- on the Recreation and Parks Commission, teacher at Wood Middle School,

works at Cal State East Bay, avid user of parks, captain of USDA tennis team

Katherine- works in diversity and inclusion, mother in Alameda

Rasheed- Alameda writer of past and present

- b. ARPD identified groups they wanted to be represented on the committee in order to achieve diversity. They reached out to Jim to represent the neighborhood group, Youth Leadership group yielded A.J., Youth Activists of Alameda yielded Robby Wilson, Nairobi Taylor, and Raquel. They reached out to Rasheed due to his longtime involvement in the effort. They reached out to DABA to represent business in Alameda, and no one expressed interest.

#### **4. Review City Naming Policy**

- a. Needs to be rewritten to be clearer
- b. Some of the criteria don't intersect because it is a mix of possible criteria, rather than requirements
- c. Namesakes of facilities need to have been deceased for 3 or more years in order to be made a namesake unless they are a donor (eg. Curry Park, Arnerich Field)
- d. Clarification that we are naming the entire park, rather than a part of the park

#### **5. Brainstormed procedure to pick a new name**

- a. List of names that include reasons why it would be a good name is preferred
- b. We should develop a list of criteria to establish standards and priorities for the new name
- c. Suggestion: Create a Google doc where each committee member can suggest a max amount of names, link to information about why the name is appropriate, every name is then put into a survey where people vote for their top 2-3. Good way to narrow down choices, and see what majority of the people are leaning towards.
- d. Suggestion: review the names already suggested to CRJP form and ARPD names list
- e. Suggestion: put an ad or article in the paper soliciting name suggestions from a wider audience
- f. Suggestion: if there are groups we are worried haven't been included in the renaming process, we should identify and reach out to them

#### **6. Marketing Plan**

- a. Suggestion: We need to spread the word about the park is being renamed
- i. Follow-up question: Is the committee's responsibility? What kind of work do we want to do? The City and CRJP has created many opportunities to suggest a name
- ii. Response: We should try to reach as diverse a group of community members as possible to make suggestions, but we should establish better criteria so that the suggestions we get are viable
- b. Suggestion: we have the final say and we already have many good name suggestions, but we still want more community input. So, perhaps we curate a list of our top 10 names so that community members can either support our suggestions or make their own
- c. Suggestion: ask Sara Henry to do an article in the Sun
- d. Suggestion: create a sustained social media campaign where we are posting about RJP constantly to keep the community updated
- e. Suggestion: before involving the community any further, we should establish criteria, priorities and types of names we are interested in

#### **7. Give Us a Sign Presentation**

- . Give Us a Sign slides
- a. Suggestion: collect the submissions virtually to make it more accessible to folks that don't have printers. People aren't doing stuff on paper as much these days.
- b. Suggestion: display a QR code in the park that links to a slideshow with the submissions

- c. Suggestion: this project could be used to further educate the community about racism and anti-racism. Think about how this could further public education and engage people who wouldn't normally be interested in Jackson Park
- d. Is this a collaboration between CRJP and the committee? Are we giving it our stamp of approval? Be aware of the power dynamics since the committee was appointed whereas CRJP is a community group
- e. Suggestion: since there are many different ways to decorate and submit your page, we could do informative videos on social media showing the different ways to participate
- f. Suggestion: People can drop off their submissions to the ARPD Office on Santa Clara if they don't want to mail. People could pick up printed templates at the free library in front of the office if they don't have a printer
- g. Suggestion: Raquel knows someone who does slide-show murals with a projector. They could do that for this project. It could be for an event/opening ceremony for the park, rather than a temporary mural.

## **8. For next meeting**

- a. We will develop new name criteria
- b. More discussion about process of deciding on names
- c. Participate in Give Us a Sign!

September 16, 2020

Recap: Last meeting we discussed "why" of renaming park, reviewed main points of existing city naming policy, started reviewing process for choosing a new name, started a discussion on marketing renaming efforts, Mia presented on Give Us a Sign project by CRJP

### **1. Agenda review:**

- a. Finalize process for committee to establish name recommendation
- b. If we can, set a timeline for each step
- c. Decide if we are soliciting more names from community
- d. If we can, establish criteria

### **2. Taking name suggestions from community**

- a. Consensus: we should solicit new names
- b. We should be strategic about which groups, organizations, and people we reach out to since members of civic organizations are not necessarily representative of the diversity and equity we hope to include.
- c. Groups we reach out to should represent the communities that were harmed by Andrew Jackson and his legacy. Jackson was a slaveholder and "Indian killer"
- d. Soliciting names from the community will take more time and effort
- e. There are ways, such as forming subcommittees, to make the process more efficient
- f. Jim made informative slips of paper to engage neighbors
- g. When we renew a solicitation of names, we should have criteria in place that we preface the solicitation with so that people know what kinds of names we are looking for

### **3. Finalized Renaming Process**

- a. First, finalize criteria
- b. Second, form subcommittees to complete tasks:

- i. Organize (master doc) the name suggestions we already have, remove repeats, gauge how popular each suggestion is, perhaps narrow down to top-10 list
- ii. Compile a list of people, organizations, groups we should reach out to, their contact info, and justification for why they are an appropriate group to reach out to
- iii. Create an outreach email with the criteria and top-10 names, explain why we are reaching out to that group/person specifically, and how they can make a name suggestion (Google form? GUAS?)
- iv. Send outreach email to specified groups
- v. Record responses to outreach and establish process for accepting or rejecting them
  - c. Establish a timeline
  - d. Note: we may want to hear input from individuals who aren't part of a group or organization. How do we reach them? Katherine volunteered.
  - e. Note: Youth voice is very important. AJ and Raquel can be point people for high schoolers
  - f. Note: Holidays are coming up. This may mean people will want to spend less time on committee, committee could use Thanksgiving/Indigenous Peoples Day and/or upcoming election as an opportunity

#### **4. For next meeting**

- a. Come up with criteria and add to Criteria brainstorm doc
- i. See Rasheed's email, Give Us a Sign one-pager for inspiration
  - b. We will share and consolidate individual criteria to finalize criteria for the committee at the beginning of next meeting
  - c. We will divide into subcommittees at the end of next meeting, so think about which you would like to be on: organizing names or outreach

## September 23, 2020

Recap: Last meeting, we voted that the group should solicit more names and create a timeline. We decided that part of the name solicitation should include the "why". We discussed the process and decided today should be focused on developing criterias and forming sub-committees.

### **1. Agenda:**

- a. Finalize criteria
- b. Form subcommittees (outreach and vetting)

### **2. Criteria**

- a. See criteria brainstorm doc
- b. We settled on revising the blurb highlighted in the text by the end of this Sunday and then we will vote by email before the next meeting**
- c. Keep in mind these questions from Rasheed while revising: What's the context of the park being renamed? Why do people go to this park? What will the new name represent? How can this new name represent a new and better vision of Alameda?
- d. We voted: if named after a person, they must be deceased, but we are undecided on the 3 year minimum--will decide if we want to amend this part of the renaming policy at a future meeting

### **3. Subcommittees**

- a. We decided everyone should join a subcommittee

- b. Outreach subcommittee will add to the list of organizations we would like to solicit names from, create an outreach email with criteria and how to submit name suggestions that will be sent out to everyone, and send out those emails
- c. Vetting committee will sift through the existing name suggestions and compile them into a masterlist
- d. Folks chose committees. **If you weren't present, and you want to be in a different committee, please edit the list below**

**Outreach Committee:**

- Raquel
- Mia
- Adrienne
- Katherine?
- Amy
- AJ
- Philly?

**Vetting Committee:**

- Jessica
- Rasheed
- Rachel
- Jim
- Eric

## September 30, 2020

Summary of 9/23: Committee set name criteria and created two subcommittees: outreach and name vetting

1. Agenda
  - a. Confirm committees
  - b. Set deadline for new name suggestions
  - c. Breakout rooms
2. Oct. 31 is the cutoff for new names
3. Outreach committee breakout room
  - a. Tasks to complete before next meeting:
    - i. We will collaborate on a press release and Adrienne will send it to the Alameda Sun, East Bay Times, and any other publication on Friday
    - ii. Adrienne will reach out to the Encinal High Radio station & identify and Encinal high teacher to spread the word (Nairobi point person for students at Encinal??)
    - iii. Amy will update the ARPD website with info about Give Us a Sign/Rename Jackson Park
    - iv. Raquel will create a new instagram & posts to solicit names on social media from individuals unaffiliated with any groups/orgs in Alameda
    - v. Raquel will reach out to Youth Activists of Alameda, big clubs at AHS, AHS Newscast
    - vi. Mia will send Raquel GUAS and RJP materials, reach out to rep from Filipino org, draft specific emails, send outreach spreadsheet to group with deadline

- vii. AJ will reach out/add contact to spreadsheet of SJND Director of Student Activities and clubs
  - b. Outreach committee resources:
    - . Outreach spreadsheet
    - i. Press release
    - ii. Outreach emails
  
- 4. Vetting committee breakout room
  - a. Group began discussion of process.
    - i. We looked at the scorecard spreadsheet document developed by Rasheed, which was created as a potential tool. Rasheed consolidated the lists of names into one master list.
    - ii. Jim and Rasheed proposed to go through the list and ~~omit~~ remove names (including from Amy's Recs and Park master list) that aren't relevant. We went through the list and agreed to remove these names.
    - iii. Group made small updates to the criteria at the top of the scorecard.
      - b. Eric proposed to archive older lists on separate pages. The group asked if he would help with managing the documents for this subcommittee.
      - c. Further discussion of process is needed/planned for next time.
      - d. Document: Vetting scorecard spreadsheet
  
- 5. For next meeting:
  - a. We will go into committee breakout rooms after quick check-in about progress

Oct. 7, 2020

Attendees:

- Attendance - Should there be an attendance requirement?
- Meeting Schedule - Group discussed moving to bi-weekly meetings. Some appreciated the weekly meetings for community building. For future, identify a consensus for another meeting time.
- Certificates - Group discussed creating certificates for Committee participants to recognize people's time.

Vetting Subcommittee

Group discussed challenges with vetting. (See Vetting Summary). Group notes that criteria does not apply to all categories.

Scorecard -

Group discussed creating a top 5 for the different categories:

- Nature
- Person
- Values
- Historical
- Cultural

- Generic

For next meetings:

- Vetting
  - Rachel and Jessica will Complete Table
  - Define additional vetting process
- Outreach
  - Targeted outreach to specific groups

Oct. 14, 2020

No meeting

Oct 21, 2020

Agenda

- a. Updates on Outreach
  - b. Updates on Vetting
  - c. Discuss town hall/community forum
  - d. Discuss next steps
- 
1. Updates on outreach
    - a. Is it possible to monitor and quantify which demographics we are reaching?
    - i. Putting up posters was our attempt to reach a more diverse demographic than is represented in civic organizations, but since there is no demographic question on the name suggestion form, it's impossible to know who we are reaching
    - ii. Mia will reach out to all of the high school government teachers and offer to make a presentation on RJP and request that they assign GUAS to their students
    - iii. Suggestion to put posters on ballot boxes
  2. Updates on vetting
    - . Made a score card and put names into 6 categories
    - a. Suggestions for refining the vetting process
      - . Reduce the number of categories then choose top names within each category
      - i. Come up with a better way to rank and defend choices
      - ii. Have committee members pick and defend names they feel strongly about to the group (use quotes from community suggestions)
      - iii. Stay away from quotas, focus on quality over quantity
      - iv. We should make a list of the names most frequently suggested by the community
  3. Town Hall/ Community Forum Discussion
    - . We must be clear about the purpose
    - . The purpose will be to educate the community on the process and reason for renaming the park as well as honoring/sharing our top 5-10 names and get feedback on them
      - i. The purpose is NOT to get more name suggestions
      - ii. The forum will occur mid-November, before we make the final recommendation to the Parks Commission
        - a. Mia began putting together a presentation
        - b. Committee members can make suggestions for the presentation by either adding to the presentation, emailing them to Mia, or suggesting at the next meeting



- c. We must frame the purpose of the forum clearly and make the audience sit through our presentation before they have a chance to speak so that we can set the tone and make the purpose of the forum clear
- d. Folks will have to RSVP for the event in order to get the Zoom link
  - . Include question: What is your top name suggestion and why?
- 4. Next steps
  - . Create an agenda for next meeting
  - a. Vetting committee, finalize the vetting process so that you're ready to vet the community name suggestions after the Oct. 31 deadline
  - b. Committee members, think about what your favorite park name suggestion is and whether or not you would like to present on the strengths of a name suggestion during the community forum
    - . Mia would like to argue for Ohlone Park
  - c. Suggestions for next week's meeting agenda:
    - . Discuss and finalize vetting method
  - i. Discuss date for community forum
  - ii. Discuss content of community forum

Oct 28, 2020

Agenda:

- discuss changing meeting time
- subcommittee breakout rooms
- reconvene to report back, discuss community forum and vetting method and process

1. Changing meeting time
  - a. Amy is sending a poll out to determine a meeting time that works better for folks
2. Outreach breakout group
  - . The forum will take place around Nov 14 to piggyback on the Rhythmix event on Nov 14
- i. Mia is sending out a doodle to determine the best date
  - a. The first part of the forum will be a presentation by the committee on the history of tpfka Jackson Park, why we are renaming it, what our process has been
  - b. Then committee members will briefly present on each of the top ~10 names
  - c. Then we will put participants into breakout rooms to discuss the names and choose a spokesperson to share top 1-2 names and why
  - d. We will make sure participant mics and cameras remain off until breakout rooms, one committee member will be assigned to each breakout room to monitor for safety and lead the discussion if need be
  - e. After breakout rooms, we will share a poll where participants will be able to rank the top ~10 names. Amy will share her screen and we will use a data visualization tool to make the most highly ranked names larger on a word map and the less popular names smaller.
  - f. After the forum, we will post the recording of the part of the forum before the breakout rooms with a link to the poll which will stay open for about 3 days.
  - g. Post poll on ARPD website as well
  - h. 6:30 on a weekday or 10ish am on Saturday
3. Vetting Committee
  - a. First round of human name submissions
  - b. Tally of 5 names for 3-6 categories

- c. Over email: committee will decide what the final categories are
- d. Create initial long list of final names
- e. Second round of research digging into those names
- f. Have a final list of 10 names by the meeting before the forum
- g. Challenges: can't apply same criteria to people as you can values

4. For next week:

- o Fill out doodle for new meeting date/time
- o Outreach: Should we include demographic question in post-forum poll?
- o Fill out doodle for forum date
- o Important dates: We need to have our final, post-forum list by Dec 1 at the latest because Amy needs to post the list publicly by Dec 3. Rec & Park Commission meeting is on Dec. 10

## November 4, 2020

1. We decided to keep the same meeting time a to meet for 2 hours, 3-5 next week
2. We decided to push the community forum back from Nov. 16 tentatively until Nov. 23
3. Vetting Committee update:
  - a. Decided they need more deliberation time, hence 2 hour meeting next week
  - b. They are finalizing the process of transforming the massive list of community suggested names into a workable list to apply criteria to (by Friday)

c. **See Rasheed's timeline**

**Week 1: 11/2**

1. Write a definition or guiding question to evaluate each criteria?
2. Collect and compile all names
- 2b. Create a new list with all names submitted
3. Count the frequency of name submissions from the two ARPD lists and the RJP list
4. Consolidate all the names into one combined list
- 4b. Create a new renaming scorecard and individual sheets for the four reviewers (do this after #5)
5. Apply first round criteria (Alameda connection/contribution) to names

**Week 2: 11/9**

6. Tally names using scorecard

**Week 3-4: 11/16**

7. Research names (including forum)

**Weeks 4-5 11/23**

8. Review Top names
9. Make recommendation to Commission

**Week 6 12/7**

10. Presentation to ARPD Commission

4. Outreach committee update:

- a. In the post-forum poll, we will include a demographic question with the disclaimer that we failed to include one in previous forms, but that we want to check if we are reaching a wide age range, race/ethnicity range, and folk who live in different parts of Alameda. These questions will not be required.
- b. Mia will start a poll on **Google Forms**
- c. Here are the questions we are thinking of posing to breakout groups during the forum in this order:
  - i. Open ended: Does anyone want to advocate for a name that they particularly liked?
  - ii. Which name taught you something new?
  - iii. Which name represents the kind of place you want Alameda to be?
  - iv. Dot poll (Raquel looking into Google Jam Board, Katherine looking into Miro) to rate the names within the group in case coming to a consensus is difficult
- d. We decided there would be one committee member per breakout room to facilitate the conversation and to report out if no one else wants to
5. For next week
  - . Check-in about forum date (Nov. 23?)
  - a. Who will be able to come to the forum?

November 11, 2020

**1) Welcome (3:00pm – 3:05pm)**

- a. Recap of last meeting
  - Break out groups
  - Discussed the Community Forum – purpose and process
  - Vetting – reported on their continued refinement of the vetting process

**2) Vetting process (3:05 – 4:15)**

1. See Rasheed's slides on the process thus far
2. Visuals to include in the community forum: Goals & 4 C's, Criteria, Categories: Place, Principle, People, stats on slide 15, Slide 17 put the entire presentation on the RJP website and direct interested folks there.
3. We have a top 20 list! Here are comments on each, red means they made it to final top 10 list:
  1. **Fred Korematsu** was a San Leandro resident that fought Japanese Internment up to the Supreme Court, was awarded the presidential medal of freedom, flex Japanese American history in Alameda
  2. **Ohlone** are the indigenous people to Alameda \*\*we need to get permission to use these names, Berkeley's Ohlone park is reclaimed space ~~that now has shared stewardship~~ (note from Jessica: I think I'm mistaken about this; should be investigated though), we should investigate it further
  3. **Yoshiko Uchida** is an author born in Alameda, Japanese American, was interned and wrote about internment experience/trauma
  4. **Chochenyo** is a people and a language connected to Indigenous people specifically in Alameda, Adriene has contact for getting permission
  5. **Mabel Tatum** when estuary housing project residents were being forced to move in 1966, she led a 3-day tent in at Franklin Park near where then-mayor lived and they picketed at his house
  6. **Mary Rudge** was first poet laureate of Alameda and wrote books about Alameda history, she was displaced from Alameda projects, passed away 6-7 years ago

7. **Nielsen Tam** was a Chinese American administrator and helped many vulnerable communities in Alameda. H already has an administrative building named after him, family members still alive and involved in Alameda
8. **Ishi** was an indigenous person who was given home but also held captive, made into a mascot as the "last living, wild native american" parts of his body were taken by the Berkeley museum after his death. Concerns about not being relevant to Alameda.
9. **Bohol Circle**: a Filipino organization that wants a park named after them, but not this park
10. **Alameda**: It's what the park neighbors want and was a popular suggestion from community
11. **Justice**: resonates with all of the criteria, what did Andrew Jackson do, what needs to be done? What kind of an environment and potential are we trying to create?
12. **Unity**: Concerns about it being too neutral/idealistic. Unity imagines a community with less dissent or disagreement which can be necessary and result in positive change
13. **Peace**: Could be contrast to military base on Alameda, anti-war sentiment, parks as a peaceful place, peace as a cross-cultural ideal
14. **Diversity**: matches with principles/criteria, but is becoming institutionalized and might age wrong, go the way multiculturalism did in the 90s, people throw the word around a lot, very complex term
15. **Liberty**: messy because it's aspirational and a real desire people have, but the way it's used is messy, what does Liberty have to do with the park?
16. Names people dislike: **Park Ave.** and **Dumb Friends, Poplar, Ohlone Freedom, Magnolia**, and all of the principles because they might not age well or they aren't relevant to our criteria/this particular park

### 3) Up next:

- a. Committee members were assigned a name from the top 10 list to do research on by next meeting. They should condense description of the name into one short paragraph with links to further research if folks are interested.
  - i. Amy- Ohlone & Chochenyo
  - ii. Jim- Alameda
  - iii. Jessica- Uchida
  - iv. Raquel- Justice
  - v. Mia- Mabel Tatum
  - vi. AJ- Korematsu & Peace
  - vii. Katherine- Niel Tam
  - viii. Adriene- Mary Rudge
- b. Outreach committee will meet before next Wednesday to finish the community forum presentation

c. Timeline for rest of renaming effort (courtesy of Rasheed):



November 18, 2020

**1) Welcome (3:30pm – 3:35pm)**

- a. Draft of New Park Naming and Park Renaming Processes
- b. Recap of last meeting
  - Presentation from Rasheed and developed final list of 10 names

**2) Community Forum (3:35 – 4:30)**

- a. Presenting on [slides](#):
  - 1-5: Amy
  - 6-10: Jessica
  - 11-15: Mia
  - 16-18: Rachel
  - 19-20: AJ
  - 21-22: Amy
  - 23: Jessica
  - 24-25: Mia
  - 26: Katherine
  - 27: Raquel
  - 28: Jim

Moderators: Jessica, Raquel, Mia (ok to be AL), Rachel (ok to be AL), Katherine (ok to be AL)

Active Listeners: Rasheed, AJ

b. Moderator training by Katherine

- Moderator: Don't share opinion, keep things moving, know your triggers
- Active Listener: If you're not chatting privately with anyone, you should be monitoring the chat, seeing if hands are raised, Can put the person in a private chat, hear their concerns, if its beyond you and they're angry say "I've tried to hear you and listen to your concerns, I will be honest with you: I need the committee's support so that I can support you. So please give me your email address
- If no one responds to your question: say "I'm going to count to five to give you all time to think about your response. Don't answer me yet. Think about the question." "All right everyone, I just counted to 5, no one's answering, but we only have \_\_\_ amount of time. So I'm going to count to 5 again because we don't want to waste this opportunity to share your feedback about the names."
- "To clarify your question, (repeat what they said)"
- "I've heard from # people out of 6, so I'd like to hear from someone else"
- If someone doesn't like any of the names or doesn't want the park to be renamed, but **the purpose of this forum is to get feedback on the top 10 names we have already chosen.**
- If they continue to bother you, direct them to chat the Active Listener
  - "The City Council made the decision to rename the park before we were appointed to this committee."
  - Listen to them, make sure they feel heard
- If someone speaks for a long time, a way to gracefully cut them off:
  - "Before you continue, I want to be sure I'm hearing you right: [repeat what they said], because we have limited time and you've made some good points, I'm going to move on to the next person and come back to you if we have time."

**3) For next meeting:**

- a. Who is presenting to Commission & Council?
- What information is being shared in presentation and possibly FAQ?