

## Alcohol Technical Advisory Group III

### Wednesday, March 2, 2022-5pm Zoom Meeting

- I. The meeting was called to order by CM Wan at approximately 5:15 pm
- II. There were introductions from all 16 attendees on the call.
- III. The agenda was adopted unanimously. Motion by Kay Stephenson/Second by Nancy Bliwise
- IV. Elections
  - a. Chair- Nancy nominated CM Wan
    - i. Wan accepted. Voted the Chair by unanimous vote.
  - b. Vice Chair- Jane nominated Kay Stephenson
    - i. Stephenson accepted. Voted the Vice Chair by unanimous vote.
- V. The Meeting Schedule was unanimously approved- two meetings per month through December 14, 2022.
  - a. Motion by Jane Rawlings-Motion/Second by Nathan Hedges
  - b. There was discussion the Group May complete the recommendations at a greater speed and may not require a year of meetings, schedule earlier than the scheduled dates
  - c. There was consensus the meeting should continue to be remote for now and organize one in-person meeting for close out.
- VI. Discussions
  - a. Identification of Clerical Support Services and ATAG Recommendations
    - i. Agenda/ Minutes
      1. Acknowledged previous processes
      2. Topics will be supplied digitally to all members
      3. Minutes in a google doc supplied by RPA- IT Manager DM
      4. Should a secretary be elected?
      5. Chair Wan suggested his staff Lance Orchid Could assist may be able to assist with recording the meeting notes.
    - ii. Action Items
      1. Need a basic outline for each meeting
      2. Record legislative recommendations
      3. Keep minutes in a central repository ( google Docs)
  - b. RPA requests (possible deliverables?)
    - i. Write the legislation proposed
    - ii. Handle work session communications
    - iii. Speak to Damon regarding overall technology available
    - iv. Send a list of all committee representatives and vacancies
    - v. Send attendance sheets
  - c. City Departments
    - i. Should attend meetings by invitation only
    - ii. Having opinions regarding items of concern
    - iii. How often should DOL or APD attend
    - iv. Send topics before the meeting for efficient preparation
    - v. CM Wan will check on DOL presence
    - vi. Rethink having an LRB Rep- This may need to change in the legislation

- vii. APD attendee should be seasoned; preferably Lieutenant Carter
  - d. Vacancies of appointees- provide a complete list of all appointment and vacancies to all members- Corrine Lindo.
    - i. Chair Wan and Member Amos will address the Council appointees
    - ii. Mike Sard will reach out to organizations that have not appointed reps
- e. Next Meeting is March 16th