

Caucus Committee General Meeting Minutes



September 14, 2021 7:30 – 9:30pm

Stuart Room, Gorton Center

Meeting called to order: 7:02 p.m. Kim Pfahl, President

President's Report – Kim Pfahl

Kim Pfahl gave the President's Report, covering the following topics:

- Welcome/Introduction to new members included review of the Calendar and the priorities for the Caucus Committee with expectations for the open positions that need to be filled for the upcoming year, consisting of an estimated 60-90 interviews for 17-20 positions.
- Memorandum of expectations discussed: Confidentiality, meeting procedures, and cordiality for candidates and fellow caucus members.
 - Noting, agendas guide the meeting discussions and sent out before the meeting. To add to the agenda members are to notify ward chair, President or Vice President in advance of the meeting. Open discussions occur during the new/old section of agenda when designated.
- Explained process for interviewing candidates: raise hand, introduce yourself, identify your ward then ask your question.
 - Reviewed how to conduct interviews in a thorough consistent way, with an emphasis that each ward asks a question.

Guest speaker – Mayor George Pandaleon

- Mayor Pandaleon discussed the City's financial position, progress on current development projects along with city priorities. Mayor Pandaleon then discussed the qualities that support successful service on the City Council.

Guest speaker – Jason Wicha, City Manager of Lake Forest

- The City Manager discussed the City's long term plans ahead, such as rebuilding infrastructure at the beach/stabilizing bluff, and stormwater. He expressed thanks for the work of the Caucus and discussed the value of the Caucus process vs. other communities that do not have a Caucus. Additionally, emphasized the need for the City and Caucus in reaching residents in the community.

Interview for Caucus Committee / Ward 2

- Peggy Seibert (W2) introduced Stephen Murphy (W2). Stephen gave his background and thoughts on how he could best serve on the Caucus. The Caucus Committee asked questions of Stephen, he provided answers until no further questions.

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- Deliberation and Vote - Caucus Committee had open deliberation on candidates. After discussion, Chris Benes made a motion for paper vote. Dave Hunt Seconded. The Caucus Committee voted for Stephen Murphy to serve on the Caucus Committee.

Closing remark – Kim Pfahl

- Kim discussed the progress made by the Caucus over the summer. Some initiatives progressed include: Caucus Ward Roundtables, improving documentation (FAQ's), revamping the website, updating interview questions, attending community events, interviews in community publications, new member orientation, etc. Noting as a Caucus Committee, we are 43 Strong and no one person can control outcomes.
- Don Adams gave an update on the external communication plan for the upcoming year.
- Stephanie Cook provided an update on fundraising with a request for volunteers to the fundraising taskforce.
- Addressed Open Motions:
 - During the last meeting of the 2020/2021 Caucus Committee on 4/20/22, Pete Janson raised four items to be reviewed by the new Caucus Committee of 2021/2022.
 - Discussed process for reviewing and addressing motions. First baseline all Committee Members on issues, then vote as a committee Y/N to pursue further evaluation. Any motions that advance, then we create a taskforce to identify potential solutions with the Caucus Committee voting on the best option. Then implantation occurs. All efforts to be completed by the end of January allowing for at least 30 days before Spring meeting if any actions required Bi-law changes.
 - Pete Janson, Ward 1 - addressed his position on the motions (which he has documented). He asked for a taskforce to evaluate the motions with a request to understand how the process to review motions occurs. The process was again communicated to the full Caucus Committee.

Meeting Adjourned

There being no further business, Dave Hunt made a motion to adjourn the meeting. Stephen Murphy seconded the motion. Motion passed unanimously. Meeting adjourned at 9:20 p.m.

Minutes submitted by: Cynthia McCullough, Secretary