



**Royal Oak Sustainability and Climate Action Plan (S-CAP)**  
**APPROVED Task Force Meeting Minutes**  
**Zoom- remote meeting – April 7, 2022**  
**4:30-6:00pm**

- Welcome/ Call to Order at 4:41 PM
- Roll Call- name and location
  - In attendance:
    - Woody Gontina - Royal Oak
    - Amanda Herzog - Royal Oak
    - Julie Lyons Bricker - Royal Oak
    - Paul Vial - Royal Oak
    - Ann Bueche – Royal Oak
  - Absent: Andrew Sarpolis – Royal Oak
  - Also in attendance: Rachel Bush
- Approve Previous Minutes
  - Motion: Paul Vial
  - Seconded: Amanda Herzog
  - All in favor. Motion carries unanimously.
- Approve Agenda
  - Amanda would like to add S-CAP communication plan and Earth Day (item 6b and 6c)
  - Motion: Woody Gontina
  - Second: Paul Vial
  - Updated agenda passes unanimously.
- Discuss S-CAP development final stages
  - No hard copy public comments were returned
  - Public comment spreadsheet
    - Complete comment sheet could be included as an appendix for posterity (Actually, make a link available in an appendix and have it sitting on sustainability webpage. )
    - Comments re: SOCRRA and CRWC added as partners - could be valuable for the plan process going forward
    - What aligns most with what was brought up in the work groups?
    - How do we engage these commenters going forward?
      - Invite them to the next EAB meeting?
      - Connect directly with work group facilitators (Paul, Julie, Aaron, and Amanda) to build that connection
      - <http://imb.org/getbikewave>
  - Quantifiable metrics - task force didn't want to arbitrarily come up with metrics based on what we know today, this message isn't getting to the reader of the document. Make sure they understand there will be stronger metrics developed once the City has done some of the work first.
    - Add to circular plan process graphic?



- Progress tracking section
  - Consider qualitative facets of metrics - Ann will email JLB
- Agree to add executive summary
- Acknowledgments should be in the beginning, not moved to the end
- Everyone who participated in at least one meeting should be mentioned
- More comments about things that are helpful to implementation vs. actual actions
  - Walking safety
  - Gas-powered lawn care
- Communications and volunteering - creating mechanisms for everyone who has been involved, and expanding the circle, should be considered
- Woodward corridor - could be expanded if the Woodward 5 partners are reconnected and want to work together
  - Water, electricity generation, waste, traffic calming on Woodward, public transit, etc. all things that cross municipal boundaries and would require Woodward 5 partnerships
- Summary for city commission-Think about where the summary will live in the document or on the website
- Communications plan
  - Tie it into earth day marketing
  - Press releases
  - Next EAB meeting (slide deck should be done for a run thru w/ them)
  - Put together slides, who is going to speak each piece
    - Another meeting needed to come up with a strategy- April 15<sup>th</sup> at 2:00 PM
  - Coordinate a series of events with partners and raise awareness
- Discuss the Resolution- at next meeting
- Next steps
  - Julie and Paul V. to create GHG poster for the easel and JLB will do a park poster
  - Amanda will do three fold table display board
  - Ann: will do one pager on a half sheet
- Wrap up and Confirm Next Meeting
  - Zoom meeting Friday, **April 15 at 2 pm** (Julie will send link)
- Public Comment: no one for public comment
- Adjourn
  - Motion by Paul Vial
  - 2<sup>nd</sup> by Amanda Herzog
- Approved unanimously
- The meeting adjourned at 6:15 pm