



London N. Breed, Mayor
Philip A. Ginsburg, General Manager

Esprit Park Community Advisory Group (ECAG)

General Meeting

654 Minnesota Street, Tivoli Room

October 25, 2018, 6:30 pm- 8:00 pm

Notes

Participants:

ECAG Members (12):

Denis Maurer, George Slack, Alison Sullivan, Monica Leicht, Sasha Basso, Patrick Hoctel, Linda James, Gaynor Chun, Susan Fitch, Nataly Gattegno, Tracy Ravenscraft, Irma Lewis

Non-ECAG Member Public (2):

Shelley Constantini, Bruce Huie

Project Team Members:

SFRPD: Melinda Stockmann, Steve Ciwmowski, LaMonté Bishop, Nathan Tinclair, Cadi Poile

SFRPD-contracted facilitator: Steve Rasmussen Cancian

SF Planning: Robin Abad Ocubillo

UCSF: Barbara French, Christine Gasparac

Green Benefit District: Julie Christensen, Jesse Herzog

Fletcher Studio: David Fletcher

Notes:

- I. Introductions—what are your hopes and dreams for the park?
See attached photo of catch words from hopes and dreams shared

- II. Project and Community Participation Process Going Forward
 - A. Roles and Responsibilities
See attached photo of roles and responsibilities of various parties
 - B. Shared Guidelines for Good Meetings, Email List and Website Updates, Meeting Notes
 - Action 1: RPD to send draft agenda to ECAG members 7 days ahead of meeting
 - Action 2: ECAG members to send any comments on agenda to RPD within 3 days of receipt
 - Action 3: RPD to send updated agenda, if any updates made, by 72 hours ahead of meeting
 - Action 4: RPD to bring agenda with any agenda updates proposed requiring discussion to next ECAG meeting
 - Action 5: ECAG members to accept / decline meeting invitations via Outlook
 - Action 6: RPD to provide extra notice for ECAG meetings scheduled outside of second Thursday of the month to
 - Action 7: RPD to send reminder to ECAG members 24 hours ahead of ECAG meetings



Action 8: Project page of the RPD website (<https://sfrecpark.org/project/esprit-park-renovation-project/>) will be the project website of record and will be updated to have meeting agendas and notes in easy to find location

Action 9: RPD to share ECAG contact list with ECAG members and to continue sending formal ECAG communication with members BCC'd

Action 10: RPD and project team to clarify constraints and parameters when asking ECAG to make tradeoffs

Action 11: RPD to determine capacity and logistics for audio recording meetings and make a plan with ECAG members at or prior to next ECAG meeting

Action 12: RPD to send draft notes to ECAG members and project team within 3 business days

Shared Guidelines Generated by Participants for ECAG Meetings:

1. Be succinct with comments during meetings
2. Don't repeat what people know; be prepared and start from problem statement
3. Notes to reflect actionable items and deliverables
4. Start and end on time
5. Stick to agenda
6. Share the air time / allow others to speak before speaking again
7. Try to come to a common ECAG voice at the end of meeting
8. Be respectful at all times

C. Project Calendar

See attached handout that has draft full project schedule on one side and draft concept design work plan framework (working document) on the other

Action 13: RPD to share future iterations of draft concept design work plan framework with ECAG members

III. Planning Next Steps (35 min)

A. Confirming What Remains to be Resolved before Going for Commission Approval

See list compiled by group at GoogleDoc here:

<https://docs.google.com/spreadsheets/d/1w6tQmJx26Ep01tzzJc8-dPK-FovSLNmPYRPLWPRnBg8/edit?usp=sharing>

B. Next Steps on Each Topic or Issue

Did not have time to populate this list

Action 14: ECAG members, present at 10/25 meeting and not, to review GoogleDoc above and add to second tab as interested and available prior to next ECAG meeting

Action 15: RPD and Project Team to review updated list with ECAG members at future ECAG meeting and discuss modifications and next steps

IV. Administration and Finance

A. Project Agreements

Action 16: RPD-GBD agreement to Rec and Park Commission Spring 2019

B. Project Funding Project Budget

See handout with Project Budget from 10/25/18 ECAG meeting on one side and Project Budget from 5/10/18 ECAG meeting on the other for comparison

Action 17: RPD to provide more granular breakdown of project budget at future ECAG meetings

Action 18: RPD to provide budget info for Esprit with comparison of other RPD projects at future ECAG meeting

Action 19: RPD to reflect budget contribution via SF Planning in project budget to share at future ECAG meeting

V. Parking Lot Items

Where do people go while the park is closed for construction?

How long will the ECAG continue to meet?

VI. Confirm Next Meeting and Close

Next meeting: Thursday, December 13, 6:30-8:00 pm

Action 20: RPD to send meeting invitation via Outlook