

**Community Relations Board Minutes
August 13, 2014, 6 p.m. Municipal Building**

Present: Chair Susanne Wagner, Vice Chair Albert Snyder, Dana Hackley, Karen Durham, Annette Sanchez, Commission Liaison Steve Silverman, Staff Liaison Susan Morgans. Absent: Robert Taylor, Dianne Wainwright

Call to order: Chair Susanne Wagner called the meeting to order at 6:10

Consideration of Minutes: May minutes were approved with one correction.

Citizen Comment: There was no citizen comment.

Chair's Report: No chair's report

Commission Liaison Report: Steve Silverman reported that his October Commissioner's Column in Mt. Lebanon Magazine will be about the November CRB forum. He also briefed the board on the draft ordinance that is being prepared for the Commission's consideration regarding procedures required for keeping bees, chickens and possibly other animals that do not fall into the domestic pet category.

Staff Liaison Report: Susan Morgans reported on her efforts to help an elderly woman resolve an issue with a neighbor regarding water runoff from a driveway. The neighbor was not interested in mediation, but Susan was able to get a plumber to provide a consult at no charge.

Topic of the Month: Forum Plans are well under way for "*Finding Help in Mt. Lebanon: A Living Better Forum*," to be held Wednesday, November 12, from 7-9 p.m. in the Commission Chamber. Susanne Wagner will provide Susan Morgans with a digital list of contacts for the presenters, which Susan will share with the board. Steve Silverman requested that Susanne put a date on her memos, so the board will know which version is most recent.

Susan Morgans reported that she and Bob Taylor have met regarding posters and hope to have those ready to distribute by the third week in September. If possible, they will have a poster to show the board at the September meeting.

In late August and early September Susan Morgans will be sending letters to the school district, churches, clubs and the presenting organizations describing the forum and asking that they publicize it in their newsletters and on their websites or make announcements about it at meetings.

Karen Durham and Annette presented a few of the questions they have prepared for the panelists. A discussion ensued as to whether or not the panelists would be able to take questions from the floor. It was decided that the previously announced format of collecting questions on index cards will be the best procedure. The board suggested that the questions should be fairly general on various topics, so that Mary Robb Jackson can direct them to one agency and then ask other agencies if they would also like to comment. Susanne would like to have the final questions by the September 10 meeting. Susan Morgans will ask people via Facebook for ideas for questions for the presenting organizations and will send some "sample" questions to Karen and Annette.

The board will discuss the questions, review the publicity and plan the reception at the September meeting.

Adjournment and Next Meeting: The next meeting is Wednesday, September 10, at 6 p.m. in the municipal building. The meeting adjourned at 7:15 p.m.

FORMAT: Susanne Wagner will welcome people, review format and ground rules and introduce panelists. Panelists will speak about their agencies for 2-3 minutes, after which there will be a Q & A with questions on cards CRB members will collect from the audience. Dianne Wainwright will prioritize the questions. Questions will be addressed to a specific panelist but several can answer. Susanne will close meeting by 8:30 and an informal reception will follow until 9 p.m. We will offer coffee/water and something in addition to cookies for people who may not eat sweets. Susan Morgans will check with Steve Feller regarding a budget for this event.

RESPONSIBILITIES: Susanne Wagner and Albert Snyder will stay in contact with participating agencies. By the July meeting it is expected that: Dana Hackley and Dianne Wainwright will have secured the moderator; Bob Taylor and Susan Morgans will have a plan for publicity, including meeting with the magazine designer regarding a flier/poster design (Bob and Susan will also work on the program, which will include biographical/contact information for participants, along with a brief overview of the Community Relations Board and the names and contact information of current members); Susanne Wagner will get everyone contact information for participants. Annette Sanchez and Karen Durham will prepare some questions in advance and we will send them to the panel, but this does not need to happen until October.

Other Business: There was no other business.

Adjournment: The next meeting is Wednesday, July 9, at 6 p.m. Meeting adjourned at 7:10 p.m.