



2019 Quarterly Meetings

To: Davidson Board of Commissioners
From: Jamie Justice, Town Manager
Date: February 12, 2019
Re: 2019 Quarterly Meetings

1. OVERVIEW

In November 2018, the board of commissioners made changes to the 2019 meeting schedule to include quarterly meetings for 2019 starting in March. It was determined to revisit the topic in early 2019. The first quarterly meeting is scheduled for Tuesday, March 5th.

Staff is suggesting a Quarterly Q&A format. This would entail alternating a.m. and p.m. sessions each quarter and have the meetings in the town hall board room for logistical purposes. An elected official would act as the moderator and project updates and/or relevant topics can be shared with attendees at the beginning of the meeting. The Q&A period would be handled with note cards provided for attendees to write down questions or comments. The moderator and staff would then determine how to best address the questions. This will manage the Q&A period and allow for board/staff to respond or follow-up if questions cannot be addressed during the meeting.

2. RELATED TOWN GOALS

Strategic plan:

Community Engagement Goal:

Tactical priority 1: create new approach to board meetings.

Core value(s):

Open communication is essential to an engaged citizenry, so town government will seek and provide accurate, timely information and promote public discussion of important issues.

Constituents served:

All citizens

3. OPTIONS/PROS & CONS

Option 1: Quarterly Q&A format.

Pros:

Provides meaningful informal and interactive question and answer session.

The managed format is conducive to information sharing that avoids the negative complaints received from previous coffee chats.

Cons:

Citizens may not agree with the format and the managed Q&A.
Added preparation time for board and staff.

Option 2: Do not conduct quarterly meetings.

Pros:

Less meetings in the year.
Less preparation time for board and staff.

Cons:

Does not provide the opportunity for meaningful informal and interactive question and answer session.

Option 3: Another meeting format identified by the board.

4. FYI or RECOMMENDED ACTION

I suggest the board try the Quarterly Q&A format on Tuesday, March 5th and then re-evaluate.

5. NEXT STEPS

Based on the direction from the board, the quarterly meeting details will be implemented for March 5th and the 2019 meeting schedule will be amended.