

Community Data Collaborative Meeting
November 28, 2012

MINUTE OUTLINE

Please refer to posted audio recording for further detail.

Attendees:

First Name	Last Name	Neighborhood	Organizational Affiliation
Jim	Bennett	Sawgrass	Venice City Council
Aimee	Chouinard	Arlington Park	SCOPE
Nancy	DeLoach	Bee Ridge	County HHS
Tim	Dutton	Central-Cocoanut	Sarasota Community Studio
Kari	Ellingstad	McClellan	CHIP
Brett	Harrington	South Venice	SC Planning
Nita	Hester	Country Club Ridge	City of North Port GIS
Amy	Jones	Bradenton	Florida House
John	Lambie	South Gate/ Phillippi Creek	Florida House
Dale	Lewis	South Gate	Florida House
John	McCarthy	Beneva & Proctor	SCOPE
Colleen	McGue	Indian Beach	SCOPE
Trevor	Melderis	South Gate	Sarasota County GIS
Lisa	Nisenson	Siesta Key	Florida House
Allison	Pinto	Central-Cocoanut	Sarasota Community Studio
Micki	Ryan	Bradenton	Sarasota County School District

Kathy	Solie	Country Pines	Sarasota County GIS
Kristin	Szafraniec		Sarasota County Government
Jason	Winoker	Twin Lakes/Tampa	Sarasota County GIS

1. Introduction

- a. Attendees introduced themselves by name, neighborhood, and organizational affiliation.
- b. John Lambie welcomed the CDC to Florida House, and explained Florida House status and mission.

2. Review/ Approval of October Meeting Notes

- a. Significant discussion about the intent and process regarding meeting minutes
- b. The idea is that there should be an opportunity for corrections while the minutes are in draft form and prior to approval at the following meeting.
- c. An existing resource that may be useful is a 'Minutes Template' currently used by Health and Human Services.
- d. Does the Collaborative desire for minutes to reflect actions and assignments or an involved summary?
- e. Also issues about accuracy and transparency
- f. The group agreed that this is an important aspect and there is an opportunity for enhancement; there is a learning curve in that there is not a perfect process; continuous improvement is to be expected as the Collaborative is learning and growing together.
- g. AGREEMENT: general consensus that minutes will be addressed in the following way for all meetings in going forward
 - 1. The identified hands-on note-taker will post a "Draft of Minutes" (simple outline form) in a shared platform as soon as possible following the meeting.
 - a. All participants will have the opportunity to review the draft
 - 2. The identified audio-recorder will post the audio recording to a shared platform

h. ACTION ITEM: October Meeting Minutes as drafted by John McCarthy and edited by Allison Pinto approved

3. Platform and Technologies

- a. The Contract between the Urban Institute and SCOPE to support the web based platform has been fully executed and posted to the CDC website
- b. ACTION: Next Meeting/ Tutorial will be January 16, 2013 at the County "Think Tank" on the 3rd floor of the County Administration Center at 1660 Ringling Boulevard from **9:30am-11:30am**

- c. Discussion about data sets and added annotations and explanations; added columns to spreadsheets
 - d. All in the Collaborative will have the opportunity to approve the annotations before they are sent to Urban Institute
 - e. Discussion about data sets and each layer differing depending on anonymity, accuracy, availability and specificity
 - f. Discussion about an ongoing compromise between achieving privacy and detail
 - g. ACTION: All in favor of Kari starting a listserv/ group online, using Basecamp, a web-based project management and sharing platform
4. Datasets and Data Stewards
- h. Discussion about the size of geographic data sets
 - i. Neighborhood -> Census block -> Planning Area
 - j. Principles of self-identified boundaries, existing boundaries, etc.
 - k. Resident-centric data v. traditional tract data
 - l. How does the Collaborative populate a platform that meets the needs of everyone, i.e. serves residents?
 - m. Data 2.1 Workshop for 2013
 - n. There will be a meeting about how those interested will formulate a plan to approach CONA (Council of Neighborhood Associations) in an effort to bring this conversation to the people
 - o. Brief discussion of Volunteer Form as drafted by Jim Bennett.
5. Other Reports and Discussion
- p. Community Indicators Consortium Summit
 - q. Importance of "organic data"
 - r. GIS Day
 - s. Central Coconut Neighborhood Profile up and coming by mid-January
6. Close

Meeting notes taken by Amy Jones of Florida House and John McCarthy of SCOPE, edited by Allison Pinto.