

Report from a Committee Meeting of the CAB – Outreach & Community Engagement Subcommittee (OCEC)

Group Name	Outreach & Community Engagement Subcommittee (OCEC)	Date	2/23/21
Chair	Nakenya Allen	Time	10:00AM-11:30AM
Recorder	Michael Pitts	Location	Web Meeting (Zoom)

MEETING ATTENDED BY THE FOLLOWING

Nakenya Allen (Chair)	Michael Pitts	
Crawford Carpenter (Vice Chair)	Staff: Nicole Popczuk	

MEETING HIGHLIGHTS

- Convene – 10:05AM
- Welcome and Introductions.
- Announcement from Nicole that this subcommittee has only 3 members and that quorum will be 2 members in attendance. Discussed how to fill the vacancy and if non-voting members can be assigned as voting members for subcommittees.
- There was no public comment.
- Discussed responsibilities of members of the subcommittee. Discussed the process of providing meeting minutes to full CAB and reporting out during the meeting. Michael volunteered to be the recorder.
- Reviewed OCEC Work Plan. Nakenya noted the focus seemed to be on recruitment and less on community outreach. Seeking focus on community outreach in upcoming year since CAB has full membership. Outreach committee to present at community meetings and seek better ways to advertise CAB.
- Membership cultivation section of work plan to stay the same.
- Discussion of which assignments should be prioritized for next meeting. Should CAB ambassadors be addressed early?
- Adjourned – 11:38AM

NEXT STEPS

- Look to assign Ambassadors.
- Review CAB PowerPoint.
- Assign additional Subcommittee Member.

ACTION REQUESTED OF FULL CAB

- None.

IMPORTANT DATES

- Next Subcommittee Meeting: Tuesday, March 16th, 2021

ATTACHMENTS

- None.