



**CTM Meeting Minutes  
August 1, 2016  
Clifton Recreation Center**

Present: Adam Balz, Kevin Marsh, Michael Moran, Ben Pantoja, Eric Urbas, Adam Hyland, Nicholas Hollan, Shaun McCance, Ashley Fritz, Joyce Rich, Peter Block, Malcolm Montgomery, Cindy Oakenfull

Absent: Rama Kasturi, Erin Hinson

A quorum is present. Meeting called to order at 7:00pm.

**Police Report**

Neighborhood Liaison Officer Nick Hageman shared STARS report. Crime is down 24% over prior year.

Officer Hageman can be reached at 513.569.8527; email is [nicholas.hageman@cincinnati-oh.gov](mailto:nicholas.hageman@cincinnati-oh.gov). See the Clifton Community website for other police contact info on the Public Safety page.

**Fire Report**

Lt. Ramsler reported they had 154 runs. 99 of these were EMS. This was not a busy month. This month's fire safety topic is use of candles & clothes dryers. Keep the candles monitored and preferably in a glass container on a stable surface. Now is a great time to clean the entire discharge of your dryer to remove all buildup of lint all the way to the exhaust connection.

Captain Caldwell can be reached at 513.352.2334; email is [ken.caldwell@cincinnati-oh.gov](mailto:ken.caldwell@cincinnati-oh.gov); or visit the fire station on Ludlow Avenue.

**Library Report**

Trustee Marsh read a written report that the Clifton Branch Manager, Jill Beitz, provided in advance.

This is the last week for Summer Learning Program, so be sure to log your hours. We will continue to give out prizes for an additional few weeks, however. On Tuesday, August 2, our Teen Tech Club will be experiencing Virtual Reality with Google Cardboard. This program begins at 6 PM. Teens are also invited to join us on Saturday, August 13th for a Super Smash Bros. tournament at 2PM.

Saturday, August 6th, Mr. Eric will be creating music and musical instruments with children from 2-4. Adults are invited to attend Craft and Create on Saturday, August 13th from 11-1. This month we will be making a Recycled book page butterfly bookmark.

August is our end of summer wind down, so look for a lot more exciting events in the months to come. Mark your calendars Mr. Eric's Outdoor Games day on September 24th.

### **Recreation Center**

Service Area Manager Tom Reese reported Aug 17 is the day school opens. Rec Center is seeking programming change suggestions. Pickle Ball for women will start on Friday's. A Tai Chi class is looking to begin. Teen basketball on Thur night. The rec center is seeking donations to provide snacks to the teens at the basketball program.

Online Rec Center Calendar is at

<http://cincyrec.org/search/basicprogram.aspx?k=Clifton%2BRecreation%2BCenter#results>

### **CCAC**

CCAC Board member Fran Larkin reported that the "2016 Community Art Show" is happening. Aug 12-15 are drop off times for art. Aug 19 is the opening reception and the show runs through Sept 3. Wednesday on the Green continues with a special dance party from 8:30-9:30PM. Final Wednesday on the Green is Shakespeare on Aug 10. The Golden Ticket Art show is coming in November. This juried art show is accepting artists' works from Aug 29 through Sep 14.

Online CCAC calendar of events is at <http://www.cliftonculturalarts.org/events/coming-events/>

And their schedule of classes is at <http://www.cliftonculturalarts.org/classes/all-classes/>

### **CBPA**

No report was provided.

### **Minutes of the July CTM meeting were approved as submitted.**

#### **Treasurers Report**

Treasurer Shaun McCance reported on July results. \$2,586.50 income. Expenses \$404.64. The event to sell alcohol at Clifton Market property effectively broke even.

CTM has total assets/reserves of \$72,427.47 with no outstanding liabilities.

Trustee Urbas moved to accept the Treasurer's Report.

Discussion:

McCance advised the report does not include the assets in the PayPal account.

Urbas asked for explanation of the details of the alcohol event. McCance advised that CTM paid for the permit and space use at Clifton Market. The revenue from sales covered that cost with nothing remaining.

Treasurer's report was accepted.

### **CliftonFest 2016 Update**

Buddy Goose of Clifton Fest reported that Clifton Fest 2016 will happen on Sept 23 & 24. There will be no events on Sunday. Goose displayed a list of 2015 sponsors vs 2016 sponsors. Several sponsors have reduced support either in money or in physical support/presence. TriHealth is a key unknown sponsor, and Goose advised that this year's event hinges on their support at this time. TriHealth expectation is \$5000.

Trustee Block asked if CliftonFest wants anything from CTM tonight. Goose advised more financial support was desired in order to ensure the event was a success.

Trustee Montgomery asked what is the purpose of CliftonFest. Goose provided a detailed response that the Secretary could not capture, but it included community marketing to those outside Clifton to draw them here and community building amongst Clifton residents & businesses.

Montgomery asked why are outside vendors for food being used. Goose said that this happened last year because feedback from the community surveys indicated additional food variety was desired. Montgomery indicated that there is some discontent in the business district about food trucks. Alexis Cain of Clifton Fest indicated that Proud Rooster had one of their best years selling food on the street in 2015. Goose indicated that Los Potrillos sold food on the street last year and was successful. Cain & Goose were not aware of any discontent.

Montgomery asked what is the CliftonFest budget. Goose referred to the presentation page which totaled \$10,500 for 2015 vs \$19,000 for 2016.

Goose assured the Trustees that chalk drawings will be a part of this year's CliftonFest.

Trustee Pantoja asked why did CBPA reduce their funding. Cain advised it was not a line item in their budget so they did not initially consider the matter. Goose advised it was not clear to him why CTM reduced its funding.

Trustee Block and some other Trustees indicated they wanted to support Clifton Fest. Various Trustees noted that if a change in CTM support was desired, it could be voted upon at the September meeting per bylaws for unbudgeted expenses above \$500.

### **Executive Committee**

President Urbas advised the Board did an email vote in support of a Joint Statement between CTM, CUF Community Council, Spring Grove Village Community Council, parent & community members of the Fairview-Clifton German Language School LSDMC, Clifton Cultural Arts Center, and the Clifton Recreation Center. Urbas reviewed the summary points of the statement:

- Keep the Clifton Cultural Arts Center in the current building without possibility of early termination of the lease;
- Create a neighborhood school starting in 2018 with one grade level per year to allow guaranteed access to quality public education.

- Support the expansion of the Fairview-Clifton German Language School with physical space as well as resources to allow students to continue to receive quality education.

Urbas reviewed the Community Budget Request projects submitted so far. There were 15 at this point. Urbas asked for all attendees to advise interest level for each idea with each community member advising interest on no more than 3. This was not a final vote. Final vote will be taken at the Sept 12 CTM meeting. Additional ideas can still be contributed directly to CTM or via the City website.

Trustee Oakenfull wanted to know the economic impact of these ideas. Oakenfull asked form to an ad-hoc community to work on recommendations to the Board. Urbas moved to form the Committee without objection. Oakenfull will chair the Committee and all can contact her to work on the topic.

### Consideration of Support for NIOSH Relocating

Urbas reviewed a request from Uptown Consortium to provide a letter of support for the potential of NIOSH relocated two sites and bring approx. 500 jobs to the Uptown area in the neighborhood of Avondale. The location would be near MLK Blvd across from Children's Hospital on a 17 acre site.

Urbas moved to approve sending a letter. A draft letter & supporting documents from Uptown Consortium was provided to all Trustees by email on July 29.

Discussion: Hyland wanted the Housing & Zoning Committee to review the project for concerns of impact on Clifton especially traffic. Balz indicated it was not in Clifton so a zoning review did not seem appropriate. Montgomery was concerned about new NIOSH employees coming from I-75 and cutting through Clifton to travel to/from work. Marsh noted that the deadline for CTM's letter of support was August 4 and this had already been extended from late July to allow for our August meeting.

Hyland made a motion to table the main motion until after the Housing & Zoning Committee could review and give input. The motion to table did not pass.

The motion to send a letter of support passed.

### **LLC Committee**

Chairperson Eric Urbas reported that Plaza lighting repair will occur, but not to exceed a total of \$1000 (\$500 would be for CTM to pay). Some additional landscaping work is being investigated.

There is an issue under review for an apparent tax liability from 2011 and 2012 due to income tax. The current liability is \$5,200 including penalties.

Marsh indicated that the tax returns for the Clifton Community LLC (group that runs the plaza) in 2011 and 2012 were available to all Trustees on the CTM google drive. Marsh advised these documents indicate no tax liability for these years.

### **Nominating Committee**

Chairperson Ben Pantoja made a motion to form the Nominating Committee amongst 3 Trustees and 2 community members:

Ben Pantoja  
Michael Moore  
Ashley Fritz  
Pat Knapp  
Kip Eagen.

Motion passed.

Trustee Moran asked how many Trustees were up for election. Pantoja indicated the system is designed so that 5 positions are up for election each year. Some Trustees are eligible to run again and some are term limited.

### **Save the CCAC Ad-hoc Committee**

Chairperson Malcolm Montgomery reported on the draft communication plan that the Committee has been working on with Marilyn Hyland. The campaign is centered around a slogan / tag line. The current idea is "CPS Keep Your Promise"; however, this is not the final selection. The Committee is planning yard signs, buttons, and other publicity methods. The Working Group (made of CCAC, CUF, SGV, CTM, etc.) is planning a press conference in the coming weeks to announce the Joint Statement. There will be an article in the Clifton Chronicle.

Montgomery advised that CPS has provided some summary results of their community survey, but reminded all that CTM agreed that the survey was flawed.

### **Education Committee**

Chairperson Nicholas Hollan introduced Fran Larkin as a co-member of the UC Action Research Center group who facilitated the June 9 Town Hall Meeting that CPS called.

Hollan advised that Education Committee continues to focus on engaging CPS in non-adversarial ways.

Larkin made a presentation that had already been delivered to CPS as well as the Working Group. Larkin advised the tone of the June 9 meeting was very positive. Facilitators took notes and kept the discussions going in small table groups. Specific questions were generated and provided to CPS.

Presentation is attached at end as an appendix to the minutes

Discussion on the presentation: Community member (name not known) indicated that Clifton was very well represented at the meeting vs CUF and SGV. She wondered what this means in terms of the engagement. Larkin advised that CPS did invite all the

neighborhoods, and he believes that Clifton was more engaged on this topic than other neighborhoods then.

Trustee Block asked what was CPS response. Larkin indicated they were interested in this issue not impacting the levy. Trustee Balz wondered if the Joint Statement was in place prior to the June 9 meeting would bring different results. Larkin believed the discussion would have been more robust around the details of a neighborhood school.

Hollan advised the next steps for the Education Committee are to present more information to the community. Hollan reported that the Committee has asked the UC group to facilitate a meeting between the Working Group and the CPS Board of Education and CPS Administration.

Education Committee plans to have a robust Committee engagement process. On Aug 8, 630pm-830pm will be meeting of interested volunteers to help spread the message of the Joint Statement as well as make the engagement process happen. Two community forums will be held to gather more input. Sept 14 and Oct 1 or 2. Door to door engagement is also planned.

### **Events**

Neighborhood Games results. Trustee Hollan thanked everyone who participated. Clifton took 9 gold medals, which was the most of any neighborhood. Clifton took 3<sup>rd</sup> most medals overall. Westwood was #1 and Mt. Lookout was #2. The event is expected to happen again in 4 years.

Golf Outing status. Trustee Urbas reminded all that it is time to sign up for Golf Outing.

### **Transportation Committee**

Chairperson Mike Schur reported on a current topic: the traffic control barrier on Clifton Hills Avenue. This topic was discussed in the July CTM meeting. The I-74 ramp closed in June, and this was one of the main contributors to the excess traffic that showed up on Clifton Hills Ave last year. The Transportation Committee sent an email to nearby residents as well as DCR.

Current feedback is about 50:50 split between remove the barrier and keep the barrier. Main concerns: DPCR students walking in road and potential for return of excessive cut-through traffic.

Current recommendation: collect more information, focus on problems with/without the barrier, and understand how many students are taking the bus that drops off on Ludlow Avenue.

### **Discussion**

Trustee Pantoja asked when the ramp to I-75 closes. Schur indicated that the Hopple Street interchange will be functionally complete by end of the year i.e. all roads are open. The current I-75 ramp would be closed as part of this construction.

Trustee Oakenfull wanted to be sure that consideration was given for the children walking on the street. Schur agreed that this was part of the discussion.

### **Bylaws Committee**

Chairperson Ben Pantoja presented an updated 2016 Priorities list to include looking into changing the bylaws to allow for CTM to spend unbudgeted dollars greater than \$500

Pantoja presented a proposal for a Standing Rule for email voting.

### **PROPOSED PROCESS FOR EMAIL VOTING**

- Goals
  - Efficient
  - Easy for a trustee to find any new motions in their inbox
  - Easy to remember default process
  - President or top available successor can override defaults
  - Just one email string per motion
  - Archiving for transparency
  - Rules easy to remember
  - Flexibility for originator to adjust to feedback without votes
  - Reduce need for delays for amending language
- Recommendation
  - Subject of motion must be a new message that starts with “MOTION\_...” or does not count
  - Motion must explain why can’t wait for board meeting to provide record of why this action was taken
  - As a default, allow 24 hours for discussion from initial Motion email, even before motion is seconded.
  - Allow discussion, questions, clarification to begin even before motion is seconded
  - If motion is not seconded in 24 hours, motion fails
  - In 24 hours of discussion, unlike normal RRO, originator can rescind or revise without approval of Presiding Officer or full Board Vote. Allows originator to make changes based on feedback that could eliminate the need for motions to amend or to table the discussion and allows originator to rescind their motion if persuaded to do so based on feedback
  - Unlike normal practice, allow discussion to start prior to motion being seconded. However, if not seconded in 24 hours, motion fails.
  - Add to documented “best practices” recommendations about recognizing potential of public disclosure of emails and recommendation to minimize prose, sarcasm, or other communication that could be misconstrued or could harm reputation of CTM
  - Many details could be documented in a “Standard Rules” or a “Best Practices” document rather than via a By-laws change. However, By-Laws must indicate at a minimum that email votes are legitimate if there is specific benefit to not waiting for board meeting. By-laws should also require disclosure at next CTM Meeting of all motions passed between meetings and for each motion the reason that an email vote before the Board Meeting was required
  - No other motions on the same topic allowed while the current motion is in process.

- 24 hours after first motion, allow motions to amend, rescind, or table in the order received. Allow these motions to be submitted prior to the 24 hours even in discussion and voting happens later
- Provide guidance about avoiding negative tone or language given possibility that emails could become public. Also provide guidance about staying with discussion about existing motion, always being clear about whether you are asking questions for clarifications, proposing a change, etc.
- Secretary should keep paper copy of any motion
- E-copy of any motion. See if can archive an email on Google Docs.
- Bylaws don't need all this detail but
  - must state that email votes are allowed if there is documentation for the reason we could not wait for Board meeting
  - must review at next Board meeting what was agreed to since last meeting
- After 24 hours, for motions to amend or table, allow early submissions (<24) but discussion after 24. In order of submission. Then 1 hour to second or move on; if seconded, 2 hours total to vote. Enables 2 amendments in same evening. Then vote on original or amended motion unless approved motion to table.

Discussion during the presentation:

What if we need more or less than 24 hours? President can overrule the guideline time. How do we move fast enough during the voting on motions and amendments as not all Trustees are available, but they are considered present during email votes? Not sure what we would do.

Emails are archived automatically by the Google Group we are using for Trustee emails.

Due to lack of time and many details to discuss no vote was taking on this matter in the meeting.

### **Trustee Announcements**

Trustee McCance advised he has been investigating online bookkeeping software. Depending on features \$300 - \$500 per year. Trustee Moran (former Treasurer) indicated that an online system would make the transition to future Treasurer's much easier.

Trustee Rich asked Kip Eagen to update on the meeting with Keep Cincinnati Beautiful for the 4<sup>th</sup> round of utility box art. Looking to get funding for \$4000 via various sources. Eagen displayed concept drawings for Berkshire, and Brookline Avenue. Eagen asked the Trustees to obtain supplemental information for the various community

Trustee Balz advised he maintained the planting bed at Ritchie's. He is also obtaining quotes for maintaining the planting beds at Clifton Plaza.

### **Public Q&A**

None.

**Adjournment/next meeting**

The meeting was adjourned at 9:00 p.m.

The next CTM meeting is at 7 p.m., Monday, September 12, 2016, at the Clifton Recreation Center.

Respectfully submitted by Kevin Marsh, CTM Secretary.

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# Town Hall Meeting

— Tuesday, June 7, 2016 —  
Mayerson Academy Banquet Room

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# Preparation

- CPS invited community members, provided food, drinks, and childcare
- UC graduate students volunteered as small group discussion facilitators
- Discussion facilitators were all given a facilitation guide including:
  - Frequently used acronyms
  - General facilitation notes
  - An introductory script
  - Primary and secondary prompts, explorative questions
- Participants were encouraged to record and submit specific questions to CPS, participate in two live digital polls, and record thoughts on flip charts
- **Stated goal:** to capture participants ideas and perspectives on the future of public education in three nearby neighborhoods (Clifton, CUF, SGV)

# Discussion Prompts

- When it comes to education, I wish our community...
- My ideal vision of a neighborhood school includes...
- My thoughts on creating a new neighborhood school are...
- Most important areas to address in education in our community would be...
- A new neighborhood school service Clifton, CUF, and Spring Grove could be...
- Key collaborators in addressing children's educational needs should be...
- Our toughest problems in addressing education for the children in our community are...
- A resource or tool that would help us solve this challenge is...
- My experience on this topic tells me...
- Information that would help us move in the right direction is...
  - Suggested questions and additional back-up prompts were also provided

# The Meeting

- Approximately **60 community members attended**, 44 provided contact information
- Pat Neal-Miller welcomed participants
- Board President Copeland-Dansby provided opening remarks
- Clifton Town Meeting President Eric Urbas added remarks
- UC's Mona Jenkins kicked off the meeting
- The tone was positive, and the promise of continued meaningful collaboration and engagement was well received.



# The Data

- Facilitators took notes and kept the conversations going.
- Facilitator notes were typed and provided to CPS and trustees of the Clifton, CUF and Spring Grove Village neighborhood councils.



# The Data

- 30 pages of facilitator notes constituted the bulk of the body of data.
- Specific questions directed to CPS were written by participants and provided to CPS.
- Each table summarized their insights by creating a “bumper sticker.”



# The Data: In Their Own Words

## Interest and Need

“There needs to be sufficient interest in a school from the neighborhood to make it successful”

## Plan

“When it comes to education, I wish our community would plan proactively, collaborate, listen and have real engagement”

## Location

“No parent wants a neighborhood school at the expense of CCAC”

“My ideal vision of a new neighborhood school includes high quality, close to home, public education, active and engaged parent community, diverse student population, better information and communication.

## Gaps

“There is a total lack of understanding”

“The left hand doesn’t know what the right hand is doing”

# Interpreting the Data

- All facilitation notes were considered
- Related thoughts were grouped into categories and overarching threads
- Categories were distilled into themes
- All comments were found to fall on a spectrum from neighborhood to district level



***General District  
Level Concerns***



***Specific  
Neighborhood  
School Level  
Concerns***

# Interpreting the Data: Categories

- Initial categories included concepts such as:
  - Replicating successes (replicating what works, Fairview, Walnut Hills, rigor)
  - Pre-K and transition (lack of clarity, perceived lack of equity)
  - Language (immersion, brain development, does it matter?)
  - Access to quality seats (guaranteed, equitable)
  - Displacing the CCAC (not worth it, look at other options)
  - Neighborhood schools (perceived as failing, desirability, questionable quality)
  - Options (perception of not enough “good” schools)
  - Extracurriculars
  - Diversity
  - Shared decision-making (community participation, engagement)
  - Uncertainty (unpredictability, limited ability to plan)
  - Race, socioeconomic status, class

# Interpreting Data: Overarching Threads

Overarching threads tie many of the concept categories together. These overarching threads are:

## 1. Communication

- i. Listening, engaging, sharing clear information in a timely manner, data and reasoning behind major decisions

## 2. Collaboration

- i. With community members, community organizations, institutions, parents; decisions informed by public input

## 3. Trust

- i. Uncertainty erodes trust, perception that actions taken to secure votes

# Interpreting Data: Themes

The categories gave way to themes, which are all tied together by the overarching threads of **communication**, **collaboration** and **trust**.

## 1. Interest and Need

- i. Uncertainty in the data regarding the level of interest and need for a school.

## 2. Plan

- i. Reservations about a new school without a clear plan.

## 3. Location

- i. The location emerged as a catalyst for strong feelings.

## 4. Gaps

- i. Gaps in communication, inclusion, data, transparency, trust and communities missing from the conversation are cause for concern among participants.

# Recommendations

- Provide data as to the interest and need for a new neighborhood school.
- Present a flexible or draft plan that outlines continued community engagement on the topic of a new neighborhood school serving Clifton, CUF and Spring Grove Village.
  - Allow community councils to comment on this plan.
  - Consider the inclusion of a logic model that shows how community input will be factored into decisions.
- Provide information on the feasibility of various potential school sites.