

**2010 GTOPs Task Force
Meeting Report
Monday, July 06, 2009 7:05 PM-9:05 PM
City Hall Room 1029**

(Austin Community Technology & Telecommunications Commission)

Attendance:

Task Force Chair, Commissioner Lemuel Williams, Jr.

Commissioner Wendell Ramsey

Commissioner Chip Rosenthal

Commissioner Arthur Sampson

Staff: Sheena Colbath Harden, City of Austin, Telecommunications & Regulatory Affairs

1. 2010 Awards Limits

Discussion regarding award cap of \$25,000, number of grants awarded and staff limitations. Commissioner Arthur Sampson proposed changing the award cap to \$10,000 in order to ensure the grant is given to a greater number of organizations. There was no consensus on the proposal so the chair requested Commissioner Sampson to offer a motion. The motion was made to limit awards to \$10,000. The motion failed for lack of a second.

2. Application Kits Review

a. grant application

Discussion regarding feedback from review board on scheduling written question and answer with applicants. Staff Sheena Harden proposed pushing back the schedule to allow more time for applicants to respond. Specifically, written questions from reviewers will be due to staff by December 23, 2009. Responses from applicants will be due January 11, 2010. Further, Ms. Harden proposed adding these dates to the calendar included in the application. Proposal carried.

Discussion regarding application form and need to ensure that applicant organizations are aware that they may be contacted for questions. Commissioner Rosenthal proposed adding information to the application to indicate that the contact person must be available to respond within three (3) business days. Applicants should be advised to provide a backup contact in the event the primary contact is unavailable. Proposal carried.

Discussion regarding feedback from review board on moving question #9 (organization description) to position #1 in the application such that reviewers are introduced to organizations as a whole at the beginning of each application. Proposal carried.

b. review board application

Discussion regarding formatting of application. Some applicants reported problems working with the protected Word document. Staff Sheena Harden will review format and ensure the 2010 application is downloadable and easy to use.

3. Review Board

a. instructions

Discussion regarding review committee orientation materials. Commissioner Rosenthal proposed adding information to the orientation presentation and materials outlining staff's role in the GTOPs process. Further, the Commissioner proposed adding a slide to discuss the desire of the commission for the review committee to reach consensus. Proposal carried. Further, language changes and corrections to the orientation materials were discussed and passed.

b. scoring process

Discussion regarding scoring process. No changes proposed.

4. Marketing & PR

Discussion regarding Marketing and PR strategies including a banquet, Community Technology Week, the creation of new PSAs (audio and video), logo swaps with organizations for the website and GTOPs branding. Staff Sheena Harden proposed creating a separate task force to oversee the Marketing and PR of the GTOPs 10th anniversary. She will coordinate with staff to allocate the necessary resources. Proposal carried.

5. Open Discussion

Task Force Chair Commissioner Lemuel Williams thanked the Commissioners and Staff for their participation.