

**Alamo Regional Data Alliance**  
**Steering Committee – Planning Meeting #5**  
 San Antonio River Authority  
 Monday February 26, 2018  
 3:00-5:00 PM

**MEETING AGENDA**

Time	Item & Result
3:00	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Agenda review and meeting expectations</li> <li>• Introductions</li> </ul> <i>Result: SC members are prepared for the meeting and have common expectations</i>
3:05	<b>Member updates</b> <ul style="list-style-type: none"> <li>• Share updates and news from SC members</li> </ul> <i>Result: SC members share data related initiatives/updates and events</i>
3:25	<b>Governance</b> <ul style="list-style-type: none"> <li>• SC application for Craig Hopkins <b>[ACTION]</b></li> <li>• Plan for Charter revisions by summer</li> </ul> <i>Result: SC members act on open applications and vote on timeline for revisions</i>
3:45	<b>Engagement</b> <ul style="list-style-type: none"> <li>• Share ARDA member survey results</li> <li>• Discuss staffing expense for communication opportunities <b>[ACTION]</b></li> <li>• Workgroup launch and breakout session</li> <li>• Discuss convening proposed dates <b>[ACTION]</b></li> <li>• Propose a “big picture” plan for the stakeholder convening</li> </ul> <i>Result: SC members discuss and decide on engagement opportunities for membership</i>
4:35	<b>Update: Projects</b> <ul style="list-style-type: none"> <li>• Present proposed ecosystem plan</li> <li>• Brief update on local data success stories and presentation materials</li> </ul> <i>Result: SC members are briefed on project updates and have provided feedback</i>
4:50	<b>Next Steps &amp; Timeline</b> <ul style="list-style-type: none"> <li>• Present calendar of agenda items and solicit feedback</li> <li>• Set April-December meeting dates</li> <li>• March agenda development from members</li> </ul> <i>Result: SC members submit agenda items</i>
5:00	<b>Adjourn</b>

## Alamo Regional Data Alliance Steering Committee – Planning Meeting #5

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Monday, February 26, 2018

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Meeting Minutes

**Voting Members Present:** Jose De La Cruz, Mysti Downing, Zack Lyke, Richard Milk, Henrietta Munoz, Ricardo Ramirez, Emily Royall and Ginger Walker

**Voting Members Absent:** Omar Arizpe, Peter Bella, H.B. Cavalcanti, Santiago Jaramillo, Anita Kurian, Leilah Powell, Colin Sherman and Michael Villarreal

**Non-voting Attendees:** Laura McKieran and Courtney Denton

Agenda Topic	Discussion	Outcome/Action
<b>Welcome</b>	-Agenda review	-Welcomed Zack Lyke and Jose de la Cruz from COSA
<b>Member updates</b>	-Share updates and news from SC	-Members shared updates
<b>Governance</b>	-Review Craig Hopkin's application	- Recommend his application.
	-Vote on Craig Hopkin's application	-10 voted to approve his application. +CI:Now will contact Craig
	-Plan for charter revisions	- Will review charter revisions by summer
<b>Engagement</b>	-ARDA survey results	-38 out of 214 responses -Interest in shared events, newsletter, email group, membership directory
	-Staffing expense for communication opportunities	-All voted thumbs up for setting up shared events, newsletter, email group and membership directory
	-Workgroup launch and breakout session	+SC members will coordinate with leads to hold one round of workgroup meetings before the next SC meeting
	-Discuss convening proposed dates	- Friday April 6 <sup>th</sup> in the morning was top choice;
	-Propose a "big picture" plan for stakeholder convening	-Discussion about using the convening as a visioning event and an opportunity to brainstorm interest in the data ecosystem -Suggestion to have each working group host a table -Ignite sessions on data success stories or on work groups -Call to action so that people can come away with something concrete

		<ul style="list-style-type: none"> <li>-Everyone is on board with a participatory approach that strives for connecting attendees with each other and projects</li> <li>-Zack mocked up a new ARDA logo for SC consideration</li> </ul>
<b>Update: Projects</b>	<ul style="list-style-type: none"> <li>-Ecosystem map</li> <li>-Local data success stories and presentation materials</li> </ul>	<ul style="list-style-type: none"> <li>-Laura presented screenshots from <a href="https://SADData.ushahidi.io">https://SADData.ushahidi.io</a></li> <li>-Ushahidi allows us to review data prior to publishing</li> <li>- Might want to include civic tech partners because they all seem to include data</li> <li>-Ginger suggested to pre-populate the site so that people felt comfortable participating and it could snowball replies</li> <li>-Suggestion to change link to <a href="https://AlamoData.ushahidi.io">https://AlamoData.ushahidi.io</a></li> <li>-Emily suggested we capture data categories</li> <li>-Presentation materials are in draft mode</li> <li>-We are still collecting data success stories if you have examples from outside the education sector</li> </ul>
<b>Next Steps &amp; Timeline</b>	<ul style="list-style-type: none"> <li>-Calendar of agenda items</li> <li>-March agenda</li> </ul>	<ul style="list-style-type: none"> <li>-Add working group updates to the future meeting agenda templates</li> <li>-Convening</li> </ul>
<b>Prepared By:</b>	<b>Courtney Denton, CI:Now</b>	<b>March 7, 2018</b>