

**Alamo Regional Data Alliance**  
**Steering Committee – Planning Meeting #4**  
 San Antonio Area Foundation  
 Monday January 22, 2017  
 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> </ul> <i>Result: SC members are prepared for the meeting and have common expectations</i>
3:05	<b>SC open seats</b> <ul style="list-style-type: none"> <li>• Discuss SC composition and eligibility</li> <li>• Discuss SC application for Zack Lyke</li> <li>• Vote on Zack Lyke</li> </ul> <i>Result: SC members act on open applications</i>
3:20	<b>Discuss and vote: San Antonio Area Foundation Scope of Work</b> <ul style="list-style-type: none"> <li>• Discuss SOW for 2018</li> <li>• Vote on SOW for 2018</li> </ul> <i>Result: SC members advise and vote on 2018 staffing deliverables and expectations</i>
3:35	<b>Discuss and vote: Projects</b> <ul style="list-style-type: none"> <li>• Highly rated projects (CI:Now)           <ul style="list-style-type: none"> <li>▣ Data ecosystem map (organizations, initiatives, available datasets)</li> <li>▣ Local data success stories (to promote ARDA, partners, etc)</li> <li>▣ Speakers' bureau and materials</li> </ul> </li> <li>• Other proposed projects           <ul style="list-style-type: none"> <li>▣ Affordable housing inventory (LISC)</li> <li>▣ Projects by theme</li> </ul> </li> </ul> <i>Result: SC members will vote on projects that CI:Now and others can begin</i>
4:20	<b>Discuss: Workgroups</b> <ul style="list-style-type: none"> <li>• Call for interest in workgroups</li> <li>• Discuss potential workgroups and leadership for projects           <ul style="list-style-type: none"> <li>▣ Shared data workgroup (MOUs, open data policy, COSA, Smart Cities)</li> <li>▣ Sustainability and engagement (membership and partnerships)</li> <li>▣ Events (organizing winter convening and mixers)</li> </ul> </li> </ul> <i>Result: SC members define process to constitute first workgroups</i>
4:40	<b>Next Steps &amp; Timeline</b> <ul style="list-style-type: none"> <li>• Present calendar of agenda items and solicit feedback</li> <li>• February agenda development from members           <ul style="list-style-type: none"> <li>▣ Review and revise SC charter in February</li> <li>▣ Revise project selection and assignment process</li> </ul> </li> </ul> <i>Result: SC members submit agenda items</i>
4:45	<b>Member updates</b> <ul style="list-style-type: none"> <li>• Share updates and news from SC members</li> </ul>
5:00	<b>Adjourn</b>

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Meeting Minutes

**Voting Members Present:** Peter Bella, H.B. Cavalcanti, Anita Kurian, Richard Milk, Henrietta Munoz, Leilah Powell, Ricardo Ramirez, Emily Royall, Colin Sherman and Ginger Walker

**Voting Members Absent:** Omar Arizpe, Jose De La Cruz, Mysti Downing, and Michael Villarreal

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

Agenda Topic	Discussion	Outcome/Action
<b>Welcome</b>	-Agenda review	-Welcomed Santiago Jaramillo from VIA.
<b>SC open seats</b>	-Review Zack Lyke’s application  -Vote on Zack Lyke’s application	- Recommend his application.  -10 voted to approve his application. +CI:Now will contact Zack.
<b>Discuss and Vote: San Antonio Area Foundation Scope of Work (SOW)</b>	-Presented draft SOW  -Discussed SOW         -Vote on SOW	-Laura went through all the deliverables and key activities.  +Leilah will contact Andrew Solano from District 8 to introduce him to ARDA and see if ARDA can be included in COSA’s open data committee. +CI:Now will add ‘foster alignment of related initiatives throughout the region’ to deliverable 1c. + CI:Now will add the data ecosystem, data success stories and speakers bureau projects into 3a.  -10 voted to approve the SOW with the additions.
<b>Discuss and Vote: Projects</b>	-Highly rated projects       -Data ecosystem map	-CI:Now has identified 3 projects that it could begin working on (incorporated into SAAFdn SOW in last agenda item).  -Data ecosystem could use Mysti’s idea to set up an online platform to crowdsource the data and initiatives that already exist. -Emily suggested that we also try to identify potential data collaborators who do not currently share their data, find out why and see how we can encourage them to share their data.

		<p>-Emily recommended <a href="https://data.world/">https://data.world/</a> which is a website that is designed to help you host and share your data with others.</p> <p>+CI:Now will scope out the project and make a plan to present to SC to ensure that resources are spent only on gathering high-priority information.</p> <p>+Emily, Henri/Sebastian, Mysti and Peter have volunteered to assist with the data ecosystem project.</p>
	<p>-Local data success stories</p>	<p>-Recommended to do 5 success stories.</p> <p>-Emily requested open data success and failure stories that would be influential with city council.</p> <p>-SC recommended reaching out to the general membership for success stories as a way to encourage engagement.</p> <p>-Henri suggested recording data stories from members at a mixer or social event.</p> <p>-Laura suggested that social event planning should probably reside with the engagement workgroup.</p>
	<p>-Speakers' bureau</p>	<p>-Speakers' bureau would include presentations and the development of materials, with the first focus being materials that help introduce ARDA.</p> <p>-Larger plan is to build a bank of volunteers who can represent ARDA and data.</p>
	<p>-Other proposed projects</p>	<p>-Mysti had earlier grouped the other projects by theme.</p>
	<p>-Affordable Housing (LISC)</p>	<p>-Leilah updated that COSA is procuring a data report for the housing taskforce and the identification and assembly of affordable housing datasets may or may not be part of that scope. The LISC opportunity is on hold pending clarity about what the contracted report will include.</p>
	<p>-Vote on projects for CI:Now</p>	<p>-Voted on the 3 previously ranked projects for CI:Now to begin using SAAFdn grant resources to staff.</p> <p>-10 voted yes</p>

<p><b>Discuss: Workgroups</b></p>	<ul style="list-style-type: none"> <li>-Call for interest in workgroups</li>   <li>-Discuss potential workgroups and leadership for projects</li>   <li>-Shared data workgroup</li>   <li>-Community engagement workgroup</li>   <li>-Events workgroup</li> </ul>	<ul style="list-style-type: none"> <li>-CI:Now shared that we have resources to staff 2-3 workgroups.</li> <li>+CI:Now will email the SC a brief description of each workgroup.</li> <li>+CI:Now will email the ARDA mailing list with the workgroup descriptions and a call for interest, as well as a general status update.</li>   <li>-A data training committee to help build people’s capacity to use data once they have it. Ginger offered to recruit members for it. Santiago is interested.</li>   <li>-Data-sharing in general, including specifically local open data and Smart Cities. Emily, Ricardo and Henri are interested in helping.</li>   <li>-Peter is interested in the Speakers’ Bureau and how to reach people through community engagement.</li>   <li>-Ginger is interested in merging events with data success story-gathering project. A short-term working group for Success Story Swap or Coffee Confessions or Data Drinks to share local data success stories at an event with a social purpose.</li> <li>-Henri felt the convening was too large to leave up to a workgroup.</li> <li>-Final decision to wait on an Events Workgroup to see if it falls out of the community engagement workgroup.</li> </ul>
<p><b>Next Steps &amp; Timeline</b></p>	<ul style="list-style-type: none"> <li>-Calendar of agenda items</li>   <li>-February agenda</li> </ul>	<ul style="list-style-type: none"> <li>-Santiago added GIS day</li> <li>-Emily added Digital Inclusion Summit</li>   <li>-Will review and revise SC charter.</li> <li>-Revise project selection process.</li> <li>+CI:Now will have an update on workgroups.</li> <li>+CI:Now will have a membership update</li> <li>-Henri submitted Spring convening.</li> </ul>
<p><b>Member updates</b></p>	<ul style="list-style-type: none"> <li>-Share updates and news from SC</li> </ul>	<ul style="list-style-type: none"> <li>-Members shared updates</li> </ul>
<p><b>Prepared By:</b></p>	<p><b>Courtney Denton, CI:Now</b></p>	<p><b>February 5, 2018</b></p>