Alamo Regional Data Alliance
Steering Committee – Planning Meeting #6
San Antonio River Authority
Monday March 26, 2018
3:00-5:00 PM

MEETING AGENDA

Time	Item & Result
3:00	Welcome • Agenda review and meeting expectations • Introductions *Result: SC members are prepared for the meeting and have common expectations*
3:05	Governance • Anita Kurian and Mike Villarreal update • Open seat and Jamie Ford [ACTION] • Letter of support for St. Louis [ACTION] *Result: SC members discuss and vote on next steps*
3:15	Workgroup updates • Local data sharing • Data training • Data ecosystem • Engagement *Result: SC members review workgroup updates and next steps*
3:30	Spark • Discuss Spark agenda and run of show *Result: SC members discuss and decide on Spark plans*
4:30	Member updates • Share updates and news from SC members *Result: SC members share data related initiatives/updates and events*
4:50	Next Steps & Timeline • Present calendar of agenda items and solicit feedback • Set April-December meeting dates • April agenda development from members *Result: SC members submit agenda items*
5:00	Adjourn

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Meeting Minutes

Voting Members Present: Omar Arizpe, H.B. Cavalcanti, Mysti Downing, Craig Hopkins, Santiago Jaramillo, Zack Lyke, Leilah Powell, Emily Royall, Colin Sherman and Ginger Walker
Voting Members Absent: Peter Bella, Jose De La Cruz, Richard Milk, Henrietta Munoz and Ricardo Ramirez
Non-voting Attendees: Laura McKieran and Courtney Denton

Agenda Topic	Discussion	Outcome/Action
Welcome	-Agenda review	-Welcomed Craig Hopkins from COSA
Governance	-Update on Anita Kurian and Mike Villarreal	-Anita Kurian resigned due to personal reasons -Mike Villarreal resigned due to time constraints
	-Discuss and vote on Jamie Ford's application	-Discussed Jamie Ford as a potential candidate to fill the open Service Provider seat. SC members reviewed his September 2017 election application -10 voted to approve his application +CI:Now will contact Jamie
	Letter of support for St. Louis	-A representative of the St Louis Regional Data Alliance (RDA) being organized now contacted CI:Now to learn more about ARDA -Requested an ARDA letter of support (LOS) to include in a grant application; the LOS doesn't commit ARDA to provide any resources (financial or technical) -CI:Now can allocate the staff time needed for conference calls and other assistance to their National Neighborhood Indicators Partnership (NNIP) budget -St. Louis RDA provided draft letter of support -Discussion about implications, risks and needed edits to the letter template -10 voted to provide a LOS +CI:Now will edit the LOS to remove the technical assistance language and send to Mysti for signature by SC Chair

Workgroup Updates	-Local Data Sharing WG	-Local data sharing WG leaders are reducing the user stories to vote on for the members +Courtney will send WG member emails to Ricardo and Emily -Would like to consider collective data sharing MOU as a priority -Craig updated that the first collective MOU among 6 local agencies is under review and an infrastructure/asset sharing supplemental MOU is being developed
	-Data Training WG	-12 people attended and cataloged their own training availability and skills +Courtney will develop a brief paper survey to have at Spark to gauge what kinds of training are needed and who is available to provide the training -Plan to reconvene in a month
	-Data Ecosystem WG	-7 people attended -Revised the crowdsource app -Plan to present at Spark and request attendees to add their information +CI:Now and SC will pre-populate with their organizations' information
	-Engagement WG	-5 people attended -Will focus on general public and fostering support for shared data resources and value of sharing data -Will focus on ARDA membership community and how to engage with them +CI:Now is editing membership to include a consent to include contact information in membership directory -United Way is offering a spot in their May newsletter to feature Spark and suggested a piece in the SA Business Journal -Zack is facilitating inclusion of an ARDA update in the city council district newsletters
Spark	-Discuss agenda and run of show	-Suggestion to combine Lightning panels and reduce number of speakers -Agreed to recruit speakers on MPO open data portal, HASA health information exchange, Smart Cities data sharing and CivTechSA residency program

		-If needed, alternatives will be ACS tool and Digital Inclusion Alliance of SA -SC members agreed to have speaking roles -Training sessions will be Results Based Accountability (United Way) and Tableau (P16Plus and/or Emily) -Updated run of show attached to minutes
Member updates	-Share updates and news from SC	-Members shared updates
Next Steps & Timeline	-Calendar of agenda items -Set April-December meeting dates -April agenda development	-Leilah would like to add LISC's Section 4 program to May or June agenda -Remove Digital Inclusion Summit in May and GIS day in November -There was not a consensus on a new date and time so we will schedule the next 6 monthly meetings for 4th Mondays 3-5 at SARA -Spark follow-up and evaluation
Prepared By:	**Courtney Denton, CI:Now**	**March 27, 2018**