

## **Riverwood Activity Center Ad-hoc Committee Meeting Minutes April 21, 2016 @ 10:00am**

Committee Members: Art Mack\*, George Davis\*, Keith McEwen, Joe Oteri\*, Dolly Syrek\*, Bob Giordano\*, Bob Walker, Dan Tarshus\*, Anthony Tedeschi, Bud Hollman\*

\*in attendance

RCDD Supervisor: Rich Knaub

- Meet the committee members
  - Name, neighborhood, time in Riverwood
  - Brief personal background experiences, strengths, weaknesses
  - What are your expectations/goals for this committee

The Chairperson and the seven members in attendance provided a brief background of their experiences, strengths and weaknesses. In addition, they also shared their expectations for this committee's accomplishments.

- Review Committee Guidelines/Behavior
  - Rules
    - Discussions
    - Conflicts
    - Respect

The chairperson spoke briefly about the rules for the committee members and the expected behavior of the committee members with each other as well as attending residents. There was also a brief discussion of the Florida Sunshine laws.

- Committee Governance
  - Facilitator
  - Chair/Co-chair
  - Teams/Focus groups

After a brief discussion, the committee decided to let this decision be determined after the ad-hoc committee had a chance to develop into an effective team and figure out how to efficiently address this project with its demanding schedule.

- Committee Scope/Mission/Vision
  - Scope
  - Mission
  - Vision

The mission and vision statements for the ad-hoc committee were presented and generally agreed to with more discussion to follow at the April 28, 2016 meeting.

There was much discussion about the scope of this project and the roles of the RCDD BOS and the ad-hoc committee. Much discussion revolved around the best way to approach this project with such a demanding timeline. The committee determined that the project scope should be rewritten to reflect the role of the RCDD board as the "strategic" representative of this project, while the ad-hoc committee

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would be the “operational” element for this project. The ad-hoc committee would be highly involved with determining the best design-build process to select for the project and what the end product may look like when completed. The ad-hoc committee would also be highly involved in the Construction Management selection process. It was discussed that the RCDD BOS would establish the budget for the project and oversee and approve the actions/decisions of the Planning/Construction Ad-Hoc committee. There was also some discussion about a potential timeline and it was determined that it was too early in the process to commit to or determine a potential timeline.

The remainder of the agenda was not discussed at the first meeting.

The meeting was adjourned at 12:05pm.

Rich Knaub

RCDD Supervisor