
From: Lesk, Emily (ECN)
Sent: Friday, October 12, 2018 11:54 AM
To: Jon Winston
Cc: Shaw, Jeremy (CPC); Shanahan, Thomas (ECN)
Subject: RE: October 15 BRCAC meeting

Hi Jon,

Are you saying that for certain items, you'll do (1) presentation, (2) CAC member discussion, (3) public comment, and then (4) additional CAC/staff comments? If so, that's totally fine-- your call.

Regarding the general public comment options, I've confirmed that you can pause an agenda item's discussion or public comment period until later in the meeting if it's gone over the allotted time. It would probably be a good idea to announce this format at the beginning of the agenda item, so people aren't caught by surprise.

See you Monday!

Best,
Emily

Emily Lesk
Direct: (415) 554-6162
Email: emily.lesk@sfgov.org

From: Jon Winston [mailto:jwinstonsf@gmail.com]
Sent: Thursday, October 11, 2018 9:04 PM
To: Lesk, Emily (ECN) <emily.lesk@sfgov.org>
Cc: Shaw, Jeremy (CPC) <jeremy.shaw@sfgov.org>; Shanahan, Thomas (ECN) <thomas.shanahan@sfgov.org>
Subject: RE: October 15 BRCAC meeting

Ok Emily and thanks Thomas for your flexibility.

As for CAC (and possibly staff) comments after public comments, I was actually thinking of doing a quick round after the public is done but before going on to the next item, not at the end of the meeting. Probably not necessary most of the time.

See you Monday,
--jon

Sent from [Mail](#) for Windows 10

From: [Lesk, Emily \(ECN\)](#)
Sent: Thursday, October 11, 2018 1:11 PM
To: [jon winston](#)
Cc: [Shaw, Jeremy \(CPC\)](#); [Shanahan, Thomas \(ECN\)](#)
Subject: FW: October 15 BRCAC meeting

Hi Jon,

Tom and I discussed this after receiving Amy and Mike's emails. Although it is very time consuming, Tom is willing to continue preparing notes that describe the CAC discussion in detail, as he's done for the last few meetings. We think that more concise minutes could be more accessible (i.e., it's more likely that people will actually read them) but we have some flexibility and can defer to you and the CAC.

I'm still looking into whether public comment for an agenda item can be continued until the end of a meeting. I'll keep you posted.

Best,
Emily

Emily Lesk
Direct: (415) 554-6162
Email: emily.lesk@sfgov.org

From: Michael Ahrens [<mailto:mikeahrens5@gmail.com>]
Sent: Thursday, October 11, 2018 11:00 AM
To: Amy O'Hair <sunnyside.balboa.reservoir@gmail.com>
Cc: jon winston <jwinstonsf@gmail.com>; balrescacchair@gmail.com; mahrens@sheppardmullin.com; bdavila@ccsf.edu; rmuehlbauer@live.com; cgodinez@lwhs.org; hnychung@cclg.net; hnychung@yahoo.com; jumpstreet1983@gmail.com; tang.mark@gmail.com; Lesk, Emily (ECN) <emily.lesk@sfgov.org>; Shanahan, Thomas (ECN) <thomas.shanahan@sfgov.org>; Shaw, Jeremy (CPC) <jeremy.shaw@sfgov.org>
Subject: Re: October 15 BRCAC meeting

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I agree with Amy. I have been impressed by the quality of these minutes and they are very helpful to review what is said at the meetings. Reviewing the recordings is difficult if not impossible for many.

Mike

Sent from my iPad

On Oct 11, 2018, at 5:04 AM, Amy O'Hair <sunnyside.balboa.reservoir@gmail.com> wrote:

Dear Jon and all,
Thank you for the warm welcome.

I have used the written transcripts of the meeting recordings many times. I would like to see this practice continue. I think such transcripts contribute significantly to transparency and clarity, as well as accessibility. There is a big difference between reading a transcript and wading through two hours of a recording.

I understand that the bylaws do not specify the form or completeness of the minutes, but this transcription practice has been used for three years and is beneficial, and I encourage you not to discontinue it.

I have even read the transcript for a meeting I attended, to review what happened. I would miss this if it were removed.

regards,
Amy

Amy O'Hair
SNA Sunnyside Representative
Balboa Reservoir Community Advisory Committee
sunnyside.balboa.reservoir@gmail.com

On Thu, Oct 11, 2018 at 7:44 AM jon winston <jwinstonsf@gmail.com> wrote:

Hi BRCAC'ers! And welcome to our new Sunnyside member, Amy O'Hair!

I hope you have all had a wonderful summer and are ready to get to work building a new neighborhood!

As your new chair I'm making some small tweaks in the way we run our meetings with the aim of keeping them on track and productive.

Our minutes will be written the way most, if not all other CAC's are. Rather than a near word-for-word verbatim transcript, they will be concise summaries of the meetings. We will continue to post an unedited recording of each meeting for those who need to know exactly what was said. This will ease the load on Staff and will save time at the start of the meeting by avoiding endless corrections to the minutes.

The Committee members will get a chance to speak *before* public comment. I hope this will give the public an idea of where we stand before arriving at their own opinions. Perhaps we can also have a very quick go-round after public comment, as long as we don't go into over-time. Please let me know if this sounds ok to you.

In order to make informed comment its important the we all read and digest the provided materials in advance. This month The [notice of preparation](#) of the environmental impact report is required reading.

http://sfmea.sfplanning.org/2018-10-10_NOP_Final_clean_signed.pdf

The agenda is [here](#).

http://default.sfplanning.org/plans-and-programs/planning-for-the-city/public-sites/balboareservoir/balboareservoir_CAC_Agenda101518.pdf

Looking forward to hearing all of your questions, opinions, and insights,

Jon Winston

