

**TOWN OF FAIRFAX
CLIMATE ACTION COMMITTEE (CAC)
REGULAR MEETING MINUTES**

DATE, TIME, PLACE:

Tuesday, June 10, 2014, 7:00 PM, Fairfax Community Center

PURPOSE OF MEETING:

Regular Meeting

ATTENDANCE:

CAC MEMBERS PRESENT: Secretary Cassidy DeBaker, (GPIC); Vice Chair Jody Timms (Community) Barbra Coler (Council Member); and Jennifer Hammond (Community)

CAC MEMBERS ABSENT: Chair Bruce Ackerman (GPIC); Kiki La Porta (Community); and David Haskell (Community)

GUESTS: None

ACTIONS TO BE TAKEN PRIOR TO THE NEXT MEETING:

- J. Timms and J. Hammond to organize booth at Ecofest/Fairfax Festival and information handout.
- J. Hammond and C. DeBaker to develop framework/design for possible website.
- C. DeBaker to create a Recommended Actions table that CAC can use to track progress and develop into a scorecard.
- CAC members to provide track changes/comments to J. Timms regarding the Draft Annual Action Plan (e.g., bullet list prepared by J. Timms).
- J. Timms to consolidate member comments/changes and prepare a Draft Annual Action Plan for review.
- C. DeBaker to send CAC members via email the Recommended Actions and Draft Annual Action Plan for discussion at next regular meeting.

1. CALL TO ORDER

- Chair J. Timms called the meeting to order at 7:05 PM.

2. APPROVAL OF AGENDA

- Approved June 10, 2014 Agenda.
- CAC agreed to remove “Committee Member Comments and Requests” from agenda moving forward.

3. PUBLIC COMMENTS

- C. DeBaker announced Fairfax History Night on June 13, 2014 and the results of her research on the history of the Fairfax Women's Club.

4. APPROVAL OF PREVIOUS MEETING MINUTES

- Continue the approval of April 16 and May 13, 2014 Meeting Minutes at next regular meeting.

5. COMMITTEE MEMBERS COMMENTS AND REQUESTS

- B. Coler noted that many of the recommended action items in the CAP have been completed (e.g., preservation of open space, plastic bag ban). She suggested preparing a CAP scorecard to keep track of actions completed and actions in progress. B. Coler will take closer look at Town codes and ordinances to identify actions completed by the Town.

6. UPDATES AND NEXT STEPS FOR FAIRFAX FESTIVAL AND ECOFEST

- CAC members provided comments on the draft Ecofest information handout prepared by J. Timms.
- B. Coler provided copies of track changes edits to the Ecofest information handout.
- J. Hammond and J. Timms to form the Ecofest subcommittee and will finalize, format, and print (50 copies) of the information handout. J. Timms to schedule members to work shifts at the Ecofest (11am-5pm Saturday/Sunday).

7. DISCUSSION OF FAIRFAX CAC WEBSITE

- J. Hammond spoke with Town Manager (Garrett Toy) and the Town will provide a link on the Town's webpage to access a CAC website, however the website will need to be managed by CAC.
- CAC members discussed the website as a possible static forum or open forum.
- J. Hammond and C. DeBaker to develop framework/design for possible website. Look at other climate action committee websites and explore idea of teaming with Sustainable Fairfax. Look at the various ways to document carbon reduction stories from local citizens/businesses through mediums such as photography, short films, interviews and share with the public through the website, meetings, and events.

8. CONTINUED DISCUSSION OF CLIMATE ACTION PLAN AND PRIORITIES

- CAC members agreed to prepare a CAP scorecard to keep track of actions that have been completed to date vs. actions that are currently in progress.

- C. DeBaker to update Recommended Actions table with sub-header categories; this can be developed later into a scorecard.
- CAC tentatively plans to submit an Annual Action Plan (2014/2015) to GPIC in August or September 2014.
- CAC suggested that a “brainstorming subcommittee” be formed, as needed, with the primary goal of bringing forward new and creative ideas to be presented during regular CAC meetings.
- Committee members will email C. DeBaker if they would like a particular item or discussion point added to the agenda.

9. NEXT CAC MEETING

- The next CAC meeting will be on the regular date of the second Tuesday of the month, July 7, 2014, at 7:00 PM, at the Fairfax Community Center.

9. ADJOURNMENT

- The meeting was adjourned at 8:35 PM.

RESPECTFULLY SUBMITTED by Cassidy DeBaker, CAC Secretary

DISTRIBUTION:

Draft minutes were emailed to: CAC members

Approved minutes will be emailed to: CAC members and Michele Gardner