

**GREEN TASK FORCE MINUTES  
MONDAY, NOVEMBER 2, 2009, 6:00 P.M.  
ENVIRONMENTAL SERVICES DEPT. TRAINING ROOM**

**MEMBERS PRESENT**

Nancy Schneider  
David Hawke  
Rita Johnson  
Ana Demelo  
Jayne King  
Suzanne Schenkel  
Yalmaz Siddiqui  
Matthew O'Connell  
Edward Bispham

**MEMBERS ABSENT**

**STAFF PRESENT**

Randal Krejcarek  
Rich Reade  
Brian Shutt

**STAFF ABSENT**

**GUEST/OTHERS**

Carol Perez  
Peter Zaharlo  
Kathie Karp

**1. CALL TO ORDER/ROLL CALL**

The Green Task Force meeting was called to order by Rich Reade at 6:02 p.m.

**2. INTRODUCTIONS**

Introductions were made by staff and members.

**3. ELECT GREEN TASK FORCE CHAIR**

Jayne King made a motion to elect Yalmaz Siddiqui, Nancy Schneider seconded. All approved.

**4. ELECT GREEN TASK FORCE VICE-CHAIR**

Jayne King made a motion to elect David Hawke, Ana Demelo seconded. All approved.

**5. CITY ATTORNEY TO DISCUSS LEGAL ISSUES:**

**A. REVIEW RESOLUTION**

Randal reviewed the Green Task Force's responsibilities. There will be a meeting with the City Commission the second Tuesday in January to go over the recommendations.

Randal said he would send the members the link to [www.sustainabledelray.org](http://www.sustainabledelray.org), the May update and the Commission on Ethics link and ICLEI.

**B. SUNSHINE LAWS**

Brian discussed members discussing board topics outside of meetings and emailing each other without copying all members. If the Board members get together for a separate meeting, the meeting must be noticed and minutes taken and be in a public place.

Brian will get the Financial Disclosure Form to all members.

**C. PUBLIC RECORDS (INCLUDING EMAIL) LAWS**

**D. PROCUREMENT & VENDOR CONFLICTS**

Brian explained City bidding process. If the Board had a vendor to recommend, the bidding process would still be used.

**E. MEETING QUORUM**

Minimum of four members. Subcommittees can be less.

**F. ROLE OF CHAIR, VICE-CHAIR, MEMBERS & ALTERNATE MEMBERS.**

Brian explained that Alternate Members cannot vote or participate in discussions when a full Board is present.

The Chair runs the meeting. Members can submit ideas for next agenda at meetings.

**6. SUBCOMMITTEES**

Subcommittees will be discussed at a future meeting.

**7. MEETING SCHEDULE – 1<sup>ST</sup> MONDAY OF EACH MONTH AT 6PM.**

**8. ITEMS FOR NEXT MEETING AGENDA – DECEMBER 7, 2009.**

Review update of Green Task Force Report, Discuss Board role and road map.  
Discuss Board name.

**9. ADJOURNMENT**

There being no further business, meeting was adjourned at 8:15 p.m.

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Rich Reade, Sustainability Officer/Staff Liaison

The undersigned is the Administrative Assistant to the City Engineer and the information provided herein are the minutes of the meeting of said Green Task Force of November 2, 2009, which minutes were formally approved and adopted by the Board on \_\_\_\_\_.

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BJ Wigderson, Administrative Asst.