

Date: Feb. 10, 2011

Item No. 1

File No. _____

SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

AGENDA PACKET CONTENTS LIST*

- Draft Minutes: Education, Outreach and Training Dec. 9, 2010**
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Completed by: Chris Rustom

Date: Feb. 7, 2011

***This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.



<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
DRAFT MINUTES**

Thursday, December 9, 2010
4:00 p.m., City Hall, Room 406

Committee Members: Hanley Chan (Chair), Sue Cauthen, Suzanne Manneh, Hope Johnson

Call to Order: 4:00 p.m.

Roll Call: Present: Chan, Manneh, Chan, Johnson
Excused: Cauthen

Agenda Changes: Items

Deputy City Attorney: Jerry Threet (not present)

Clerk: Chris Rustom

1. Adoption of August 12, 2010, regular meeting minutes.

Motion to approve August 12, 2010, regular meeting minutes. (Johnson / Chan)

Public Comment: None.

On the motion:
Ayes: Manneh, Johnson, Chan.

The motion passes.

2. Sunshine Award. Schedule, press release, logistics.

Chair Chan to discuss how to move forward with Member Cauthen when she rejoins the Committee.

Public Comment: None.

3. Inviting other Counties to discuss Sunshine issues.

Member Johnson said she suggested this topic because she was interested on how other jurisdictions enforce their policies.

Public Comment: None.

4. Creation of guide to filing complaints.

Member Johnson said the item should read: Creation of guide to departments on how to respond to Sunshine requests.

Public Comment: None.

5. Outreach for Sunshine presentations including amendments.

Members discussed writing to neighborhood groups as well as City department heads and inform them that the Committee provides Sunshine training. Chair Chan said he would discuss the matter with Member Cauthen.

Public Comment: None.

6. Results of contact with neighborhood newspaper editors.

Chair Chan said he wants to invite Sing Tao and World Journal representatives and talk to them about the Sunshine Ordinance hoping that it would generate an article in their newspapers. He said the Western Addition newspaper is also on his list. He also said he will be talking to former Member Marjorie Ann Williams and ask for the contact person for the newspapers and the radio and TV stations that she offered to connect.

Public Comment: None.

7. Public comment for items not listed on the agenda: None.

8. Committee Members' Comments, Questions, and Requests for Future Agenda Items.

Member Johnson said she had two suggestions:

- The creation of a Sunshine Ordinance Task Force Facebook page, and
- The creation of a blog on sfgate.

Members agreed to place it on the agenda.

Public Comment: None.

Adjournment

The meeting was adjourned at 5:16 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force