

**VIETNAMESE AMERICAN COMMUNITY CENTER
TASK FORCE MEETING
APRIL 18, 2009
MINUTES**

Present: *Task Force* - Lien Cao, James Dinh, Bryan Do, Dac Doan, Dan Hoang, Dennis King, Thuy Le, Hung LeDang, Michele Lew, Don Long, Dinh Nguyen, Vuong Nguyen, Hieu Nguyen, Thuy Nguyen, Cherry Nguyen, Mylinh Pham, Tina Pham, Martin Renteria, Lynne Tran, Clark Williams
City Staff - Lisa Au, Adriene Braddock, Jennifer Luc, Ed Shikada
District 7 - Madison Nguyen
Consultants: Greg Fitzgerald, Jennifer Hanlon, Brad Isaacs, Mai Vu

Absent: Quyen Vuong

1. Welcome & Introduction

The meeting was called to order at 8:30 AM, at the George Shirakawa Center. The group was provided a broad overview of the purpose and objectives for the day.

2. Introduction Exercise

The group engaged in an exercise in getting to know each other more fully. Each participant made a “sketch” of who they were by answering key questions. After presenting their profile to several people individually, all participants introduced themselves to the entire Task Force.

3. Project Overview

The Task Force was divided into four groups representing the major components of the VACC project: macro goals, history and background, project features, critical success factors, and timeline and schedule drivers. Each group worked with available resources to create a report on their component using skits, news report mock ups and other creative applications to bring the material alive. After the presentation of each skit, questions and clarifications from the floor were taken.

4. Project Vision

The group participated in a combined individual and group exercise in which they were tasked with answering the question “What do we want to create?” Individuals vision ideas were combined into a group shared vision. Vision and values statements were captured visually. The task Force agreed on central unified themes.

Councilwoman Madison Nguyen stopped in to welcome the VACC Task Force. She shared her excitement and continued support for this project. She noted that she does not anticipate directing the project, but feels that the VACC is fully empowered to handle the task and get the information needed to make recommendations to the Council on next steps for the center. She offered her support and congratulated the Task Force on taking the time to invest in the community in this meaningful way.

5. Moving to Action

Task Force members chose one of five sub-teams to begin work on the project. Presentations were made by the consultants and City staff working directly with each sub-team. The five sub-teams are: Vision Events/Meeting Design (Brad Isaacs), Outreach and Invitation Strategy (Lisa Au), Project Communications (Jennifer Hanlon), Stakeholder Engagement (Jennifer Luc), and Data Collection and Analysis (Greg Fitzgerald). The sub-teams held their first meeting, identified roles and responsibilities, worked on their part of the project, and selected the date and location of their next meeting.

6. Next Steps, Closing

The work of the day was summarized and a schedule of the next sub-team meetings was presented. The day closed with each Task Force member making a commitment to specific tasks.

7. Next Meeting Date

The next meeting of the Task Force is Wednesday, May 27 at 6:30 PM in City Hall, in Wings 119-120.

8. Adjournment

The meeting was adjourned at 3:50 PM.