

# IPC Meeting Minutes

## Meeting Details

**Date and Time:** Friday, December 20, 2024 meeting informally called to order at 12:03 PM, adjourned at 12:34 PM

### Attendance:

- **IPC Members:** Jennifer Pontzer, Anthony Garland, Elaine Hebard, Lauren McElligott
- **City Staff:** Denise Parras (Deputy Director of Marketing and Public Affairs, proxy for Dan Manzano)

### Agenda and Minutes Review:

No quorum was present (six of ten members required); no voting or official decisions were made.

## Summary of Discussions

### Quorum and Attendance Challenges

- **Quorum Issue:** Only four members attended; no official actions could be taken.

### Sustainability Indicators

- **Key Concern:** Elaine Hebard highlighted challenges with the replicability of sustainability indicators, focusing on water usage metrics and population data within the climate action plan.
- **Resolution:** Collaboration with data analysts and the sustainability office was identified as critical for the 2025 report.

### Document Management

- **Central Directory:**
  - Jennifer Pontzer proposed SharePoint for seamless integration with city systems.
  - Denise Parras suggested Google Drive as an interim solution.
- **Master Files:** Clarified the relationship between the Word document (guideline) and the Excel file (comprehensive data source).

### Planning for the 2025 Report

- Discussed the importance of accurate data collection, review of templates, and ensuring consistency in reporting.

### Recurring Meetings and Member Updates

- **Recurring Schedule:** Denise proposed setting a regular zoom meeting calendar invite to improve attendance.
- **Availability Updates:**
  - Lauren McElligott shared upcoming limitations due to her impending childbirth.
  - Andrew Estocin noted holiday season constraints.

## **Key Questions and Follow-Up Actions**

### **Questions:**

1. What is the purpose of the Word document in relation to the master Excel file?
2. How can the commission establish a centralized, accessible document storage solution?

### **Follow-Up Items:**

1. Andrew Estocin to share templates for goals and indicators with Denise.
2. Denise to review templates and past reports for consistency.
3. Jennifer Pontzer to organize backup documentation from intern data collection.
4. Elaine Hebard to share the updated Excel spreadsheet for group review.
5. Daniel to explore centralized document storage options (e.g., SharePoint).
6. Denise to set up a shared Google Drive for interim storage.
7. Denise to schedule recurring meetings with Dan's approval.

### **Meeting Adjournment:**

The meeting adjourned informally due to the absence of a quorum at 12:34 PM.