

Pride Code Kickoff Meeting Minutes – 6/3/23

Introductions/Roles & Responsibilities: We discussed the roles of each team member and Tom asked Kris Webb to help facilitate in his absence on those times when he is out. Also, Mark will act as the team leader. Tom indicated that many of us either work and/or are retired thus there will be times when we are out due to family obligations etc. We agreed to be flexible regarding folks being out. However, we do all want to attend as much as possible. Kris and Bob indicated we need more folks on the team that are indigenous to the area (born and raised in Fremont County or Williamsburg). Cindy requested we add phone numbers of the team members and the team agreed (see table below). However, the Mayor's phone number is excluded for obvious reasons.

Name	Position
Philip Ott	Sponsor
Robin Stinchcomb	Co-Sponsor
Tom Hansen	Project Mgr / Facilitator
Mark Stinchcomb	Team Leader
Kris Webb	Team Member
Pam Kraft	Team Member
Cindy Harvey	Team Member
Beth Roman	Team Member
Larry Hall	Team Member
RuthAnn Hall	Team Member
Bob Shefer	Team Member
Bill Kehoe	Team Member

A word from our Sponsor: Philip discussed the need for Pride Code based on the success gleaned from Silver Cliff. Philip stated he did not really want too much participation from the Board Members as to avoid any conflict or interests to be swayed. The Pride Code Team will develop the new program and will submit their proposal to the Board. Philip stressed the continuous evolution of the town and a need for Pride codes that match the town's cultural needs.

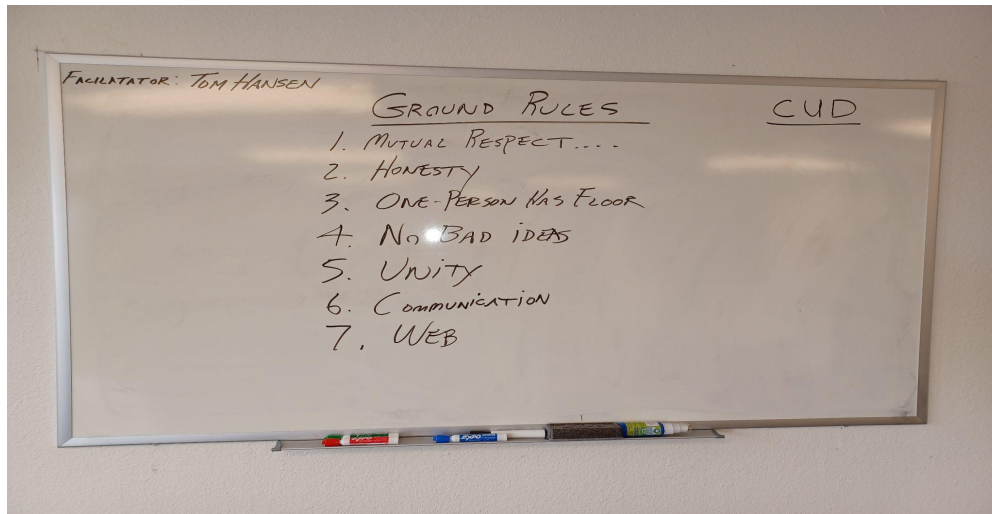
Project Scope/Timeline: Tom provided an overview and reminded the group that the specific scope of this project is to develop "Pride Codes." However, the team also agreed to take on

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CUD (Clean Up Days). The team agreed to solicit volunteers for CUD. The team needs to set a date for this activity (due out). Who will take the lead on this?

Team Building: It appeared the team really enjoyed the team building activity and got to know each other. The group understands that we may have to conduct another team building exercise if we add new team members. Please keep in mind that adding new team members will delay the timeline (and this is okay if it results in a Quality Product).

Ground Rules were determined by the team as follows:



Taskings and Homework Assignments: Review Silver Cliff's Pride Codes: We ask that each of you review Silver Cliff's Pride Codes with a "**Critical Eye.**" As you may have already noted, Kris was ahead of the game on this and the expectation is for all team members to study the Pride Codes and fines very carefully. If we all study the Pride Codes carefully...we will be a "high-functioning Team. We must also be familiar with the current Town Codes.

https://library.municode.com/co/silver_cliff/codes/municipal_code?nodeId=APXBPRCO

We Determined frequency, time, days for meetings as follows:

Day of the week **FRIDAYS (Weekly).**

Time of the Day **10:00 AM.**

Location is **Williamsburg Town Hall.**

Next Steps:

1. We will use the DMAIC Lean Six Sigma Methodology for this project:
 - a. **Define:** Although our meeting was simply to kickoff the project and get to know each other...we began touching on this. However, we have more work to do.

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We must clearly “DEFINE” the problem. We discussed cultural clashes (new folks moving in and the natives who don’t want change perhaps. We also discussed vehicles as our number one issue. Critical: We must determine the root-cause of the problem...very important. Please be thinking about what you believe the root-cause problem is. Again, we cannot proceed without knowing the root-cause. The next agenda will have an activity for this.... ***This phase of the project cannot be rushed, oftentimes, people jump right to the improvement phase and make the mistake of missing the “True Root-Cause” of the problem.***

- b. **Measure:** Again, we touched on this when Tom shared the Pie Graph. Tom will update the pie graph with data from the recent town tour and we will use this data as a sample size to help us to both define, and measure for our project.
- c. Analyze
- d. Improve
- e. Control

***DMAIC Defined...**is an acronym that stands for Define, Measure, Analyze, Improve, and Control. It represents the five phases that make up the process: Define the problem, improvement activity, opportunity for improvement, the project goals, and customer (internal and external) requirements.

Next Meeting will be all about Defining the project and finding the Root-Cause of the problem (agenda forthcoming).