

# Pride Code Project Team Meeting Minutes – June 9, 2023 @ 10am

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Cindy Harvey	Team Member	Lhcazharvey@yahoo.com
Larry Hall	Team Member	larryhall927@gmail.com
RuthAnn Hall	Team Member	ruthiedhickey@gmail.com

1. **Ice Breaker** - How many people live in Williamsburg (population)? Approx. 788

2. **DMAIC Overview** - **Define**, Measure, Analyze, Improve, and Control

- a. The team listed above moving forward is considered the “Core Team.”
- b. The Core Team is tasked with developing a Problem Statement by the EOM.
- c. The Core Team is in the “DEFINE” stage.

3. **Discuss CUD (Clean Up Day)**

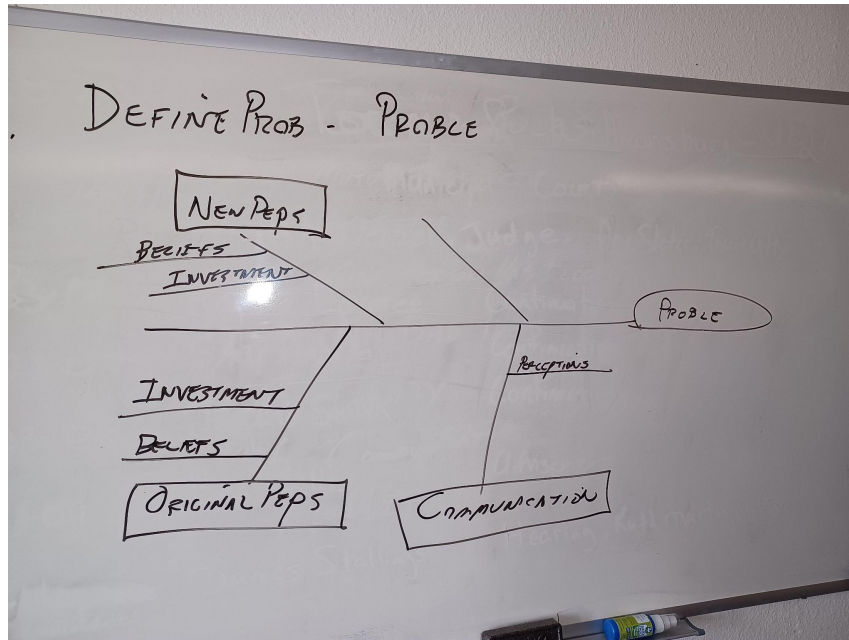
- a. Beth and Ruthie have volunteered to speak to the person discussed to whom needs help cleaning their yard due to physical constraints. Beth and Ruthie will report back to the Core Team regarding details about this volunteer effort.
- b. The “1401” Clean Up Day is on hold until further understanding of property ownership is determined.
- c. A ½ Clean Up Day (4-hours throughout town) time and date was not determined at this meeting.

4. **Survey**

- a. Kris Webb graciously volunteered to develop the Survey (after the Problem is defined).
- b. Beth suggested we plan a town picnic (or the like) and present preliminary survey questions or a link to the survey at this event - Team to plan event by the EOM.

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5. **Root-Cause Analysis** - The team took a brief attempt at finding the root-cause problem and has a ways to go regarding defining the problem and its root-causes. Photo below is incomplete.

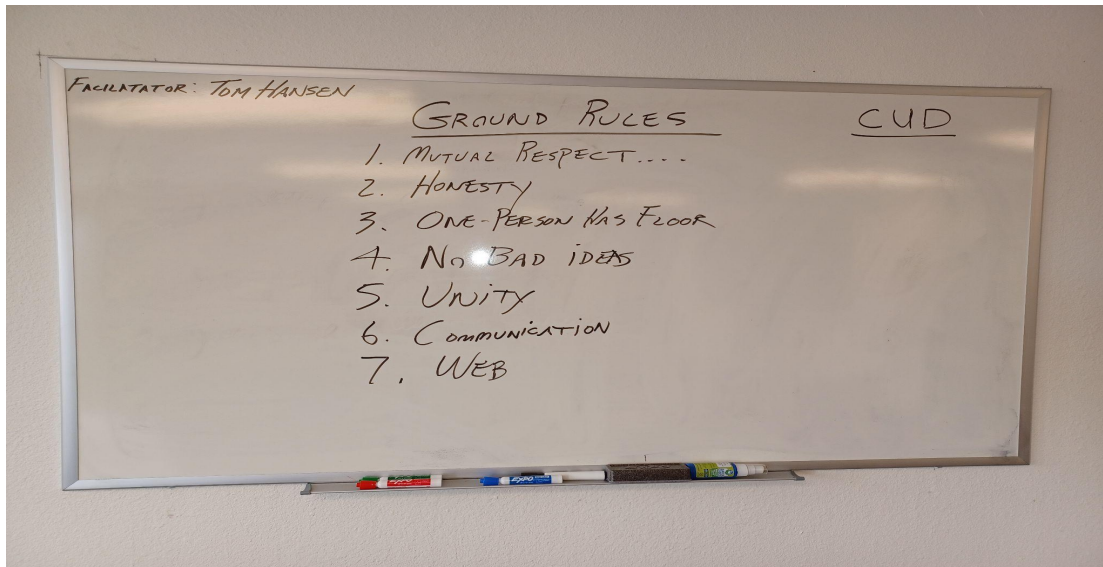


### 5. Next Steps:

1. Gather Volunteers for CUD...who will lead the effort? \_All\_\_\_\_\_.
2. Create a Survey via Survey Monkey...who will take this on? \_\_Kris Webb\_\_\_\_\_.
3. Determine Survey Marketing Strategy (sample size)? Who \_\_\_All\_\_\_\_\_.
4. Determine Root Cause problem at next meeting (this may not be possible) - All.
5. Do not focus yet on the solution (this does not occur until we have accurate data at the conclusion of the Measure Phase.
6. What else.....? Kris Webb recommended we change the name of the project team. The team agreed to have a new name created by the EOM.
7. **Housekeeping items:** Tom will be out for the remainder of the month. The team will continue in Tom's absence and Beth has agreed to record the minutes and send them to Philip for posting on the Town's Internet Page as appropriate.

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8. The Team's ground rules...created by the core team.



9. Pride Code Link for Silver Cliff

[https://library.municode.com/co/silver\\_cliff/codes/municipal\\_code?nodeId=APXBPRCO](https://library.municode.com/co/silver_cliff/codes/municipal_code?nodeId=APXBPRCO)