

Click! Engagement Committee Team Charter

Background and Mission

On December 15, 2015, the Tacoma City Council adopted Amended Resolution 39347 authorizing the development of a 5-year business plan for Click! Network. Resolution 39347 also authorized the formation of a Click! Engagement Committee to play an advisory role in the development of the 5-year business plan for Click! Network. This charter establishes the guiding principles for the Click! Engagement Committee.

Engagement Committee Sponsors

Tacoma City Council
Tacoma Public Utility Board

Objectives

- Gain a solid understanding of the strategic, operational legal and financial matters of the Click! Network
- Articulate the community benefits to be achieved through the ownership and operations of the Click! Network
- Articulate the economic development objectives to be achieved through the ownership and operations of the Click! Network
- Articulate the role of the Click! Network in the local telecommunications market
- Bring telecommunications industry insight to the discussion
- Bring rate payer advocacy to the discussion
- Objectively and dispassionately debate the merits of the choices presented
- Serve as a "sounding board" during formulation and development of the business plan

Team Composition

Per City Council Amended Resolution 39347, the Committee will be composed of seven (7) committee members, as follows:

- Two (2) Tacoma City Council Members
- Two (2) Tacoma Public Utility Board Members
- Two (2) industry experts chosen from the citizenry
- One (1) Tacoma Public Utility rate payer at-large

Committee Member Selection, Term of Service and Professional Facilitation

Member Selection

The City Council and Public Utility Board members will appoint the two committee members from their own membership. The Mayor and Utility Board Chair will each appoint an industry expert from the citizenry, and the Mayor will appoint the Tacoma Public Utility rate payer at-large committee member.

Member Term of Service on the Committee

Committee members will serve until whichever event occurs first, the end of April, 2016 or upon the formal presentations of the Click! 5-Year Business Plan to the Tacoma Public Utility Board and to the Tacoma City Council. The Tacoma Public Utility Board and the Tacoma City Council may choose to change the Term of Service of the Click! Engagement Committee or its members at its sole discretion.

Professional Facilitation

An independent, third party, professional facilitator will assist the Committee in conducting its business.

Committee Responsibilities

Each member has been selected because they are a key stakeholder, possess a specific talent, and/or have expertise in the field of telecommunications that will contribute to the overall success of the process and ensure balance of thought and engagement on the team. Team members will commit to actively engage in dialogue and bring added value to the discussion such that, at the end of the process, the best possible business plan can be developed for Tacoma Public Utility Board and Tacoma City Council consideration.

Committee Sponsors

- Provide policy guidance
- Provide support and assistance to the committee

Facilitator

- Facilitate the discussion about *Ground Rules* and *Team Member Expectations*
- Facilitate the discussions
- Take, keep and distribute minutes of the team meetings

- Help draft status reports, compile data
- Ensure the team charter and ground rules are followed
- Provide status reports to the Team Sponsor

Committee Members

- Attend and participate fully in all team meetings
- Learn about Click! Network
- Articulate vision for the Click! Network
- Play an advisory role in the development of the 5-year business plan

Committee Sponsor: Tacoma City Council and Public Utility Board

Representation	Name
Tacoma City Council – Position 1	
Tacoma City Council – Position 2	
Tacoma Public Utility Board – Position 1	
Tacoma Public Utility Board – Position 2	
Citizen Industry Expert – Position 1	
Citizen Industry Expert – Position 2	
Tacoma Public Utility Rate Payer At-Large	

Committee Process

- Meetings to be held weekly, or as required
- Meetings to be of 2 hour durations
- Ground Rules and Member Expectations should be discussed, developed and agreed upon early
- Foster a culture of mutual respect, trust, collaboration and open dialogue
- Engage with staff and consultant
- Be the sounding board for ideas
- Act in an advisory capacity

Ground Rules for Committee Meetings

- Start / end meetings on time
- Members will read materials, minutes etc. and be prepared to discuss at meetings
- Stay on task; no side conversations
- Listen to others and don't interrupt
- Follow an agenda
- Operate on consensus – seek general agreements all can “live with”
- Make decisions based on clear information

- Bring closure to decisions
- Identify actions that result from decisions
- Committee members will support committee recommendations
- Agree on what information goes "out" and what stays in the group
- Accept the fact that there will be differences of opinion
- Show mutual respect
- Honor brainstorming without being attached to own viewpoint
- Use Meeting Summaries (includes Agenda Items and Minutes)
- Check egos at the door
- Attack the problem, not the person- "no blame game"
- Share time so that all can participate
- People will speak when recognized
- Be free to speak mind without fear of reprisal
- Don't attribute ideas to individuals
- Identify pending issues and agreements at end of meeting

Committee Deliverables

1. Advise during development of the 5-year business plan.
2. Be in a position to articulate the cost benefit proposition of the 5-year business plan.