**Taxation, Revenue, and Utilization**

**of Expenditures (TRUE) Commission**

**Niki Brunson, Chair**

**INTERNAL OPERATIONS COMMITTEE MEETING MINUTES**

**March 8, 2018**

**2:30 p.m.**

**City Council Conference Room B**

**Suite 425, City Hall**

**Attendance:** TRUE Commissioners Ben Wasson (Chair), Niki Brunson, Clayton Levins, Daniel Henry

**Also**: Jeff Clements – Council Research Division

See attached sign-in sheet for additional attendees.

The meeting was called to order at 2:32 p.m. and the attendees introduced themselves for the record. Chairman Wasson reviewed the committee’s discussions from its previous meetings. The committee felt that most of the Policies and Procedures Manual did not need any changes, except for the three outstanding issues: committee and commission meeting schedule, communications, and special projects.

The group discussed the various ways that the TRUE Commission could communicate with multiple constituencies – appointing agencies, the general public, the media, etc. Members had differing opinions about whether or how the commission should communicate with the media and seek coverage for particular issues. There was general consensus that providing sound, unbiased information should be the goal to help elevate the level of public debate on important issues. The role of social media was discussed, including whether City boards and commissions could have social media pages, Twitter accounts, etc., who would have the authority to post or tweet on behalf of the commission, etc. The commissioners inquired about City social media policies that might govern such accounts. A suggestion was made that the commission’s annual report (or perhaps quarterly reports) would be good items to publicize widely after it has been reviewed and approved by the full commission, along with a cover letter from the Chair highlighting important actions and studies. The process for proposing and approving media releases was discussed, including the degree of authorization that should be granted to the Chair to speak on behalf of the group. A “talking points” memo outlining the commission’s discussions was suggested.

Staff was requested to inquire if the Ethics Commission has a communications and media relations policy dealing with communicating official statements of the body, answering media questions, etc. The importance of communicating important issues to the CPACs in a timely manner was raised. Ms. Brunson said that communicating information to the CPACs is sometimes difficult because the commission doesn’t regularly produce deliverable work products that could be easily disseminated to those organizations. Commissioner Henry suggested that updates on pending special reports and other work projects be posted to the commission’s web site to enable the general public and fellow TRUE commissioners to follow progress until a final report is issued. Commissioner Levins recommended “under-promising and over-delivering” by not publicizing work in progress until a final product is ready for release.

The meeting was adjourned at 3:22 p.m.

Jeff Clements, City Council Research Division

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