

Palm School Steering Committee Meeting #5 Summary
September 11, 2025, 1-3pm
700 Lavaca Street, Austin Texas

Members Present: Andrew Gonzales, Anna Maciel, Linda Quintanilla, Marcos de Leon, Novert Morales, Ted Eubanks, Toña Vasquez, Gilbert Rivera, Chad Sharrard, John Rosato, Colette Pierce Burnette, and Maria Solis

Members Absent: Peggy Vasquez

County Staff: Christy Moffett, Amy McWhorter, Selena Muñoz, Sergio Plaza

The Steering Committee Charge

The Palm School Steering Committee (the Committee) will be an active partner in the Palm School Concept Plan development process and in efforts leading up to the restoration and reimagining of the Palm School property. Working in partnership with the County’s consultant and staff, the Steering Committee will:

1. Provide input for the design of a community engagement plan that will be used to inform a Concept Plan for the Palm School property
2. Review and offer feedback on processes, plans, and materials created by the consultant leading up to and including the Concept Plan for the Palm School property
3. Review and offer feedback on processes, plans, and materials created by staff and/or consultants related to any restoration and reimagining of the Palm School property
4. Provide a consensus recommendation to the Commissioners Court on the community engagement process used to inform a Concept Plan and the Concept Plan for the Palm School property

1. Welcome & Announcements

Facilitators put together binder for Steering Committee members. Travis County staff will keep the binders at 700 Lavaca. Members are free to take notes in the binders and take materials home as they see fit. Staff will continue to add materials to binders before each Steering Committee meeting.

2. Review and Approve Meeting Summaries

A consensus was reached to approve the meeting summary for the last Steering Committee meeting on August 14, 2025 after amending it to include meeting attendance. The amended meeting summary will be added to the Palm School Project website and reprinted and added to the binders.

3. Partner Organization Updates

None.

4. Group Charter Discussion

- **Review of decisions the group has made so far**

The Steering Committee has operationalized consensus decision-making, set ground rules, agreed to minimum attendance requirements, permissible absences, the use of technology and devices during meetings, and the process for setting additional committee meeting time. Once the chartering discussions have concluded, County staff will write up the decisions in a formal charter and Steering Committee members will sign in agreement with the Group Charter.

- **New Stop Light Tool**

Staff printed a 3-sided table tent with each color on a different side. The colored sides are labeled with what that color indicates (ex: red indicates that you do not agree with the proposed decision; yellow means you have some questions or reservations; green means you agree with the proposed decision). Staff will continue to check in with the Steering Committee about whether the new stop light tool works for the group.

- **Binders and Meeting Materials**

Staff will plan to serve snacks at each Steering Committee meeting. The Steering Committee also requested member biographies and a contact list be added to the binders. They also suggested the addition of a decision-making process graphic.

- **In person vs. Virtual Meetings**

Hybrid meetings are not suitable for the format of Steering Committee meetings because they make full participation difficult to achieve. There are also limitations and barriers for in-person meetings such as security and accessibility. Virtual meetings also present limitations and barriers such as technological accessibility. The Steering Committee reached consensus for in-person only meetings with an option for virtual meetings in case of emergencies/natural disasters unless the group decides otherwise. Hybrid meetings will not be an option.

- **Open vs. Closed Meetings**

The Steering Committee reached consensus that the Steering Committee meetings will remain closed to the general public. The group will have the option to host open

meetings in the future to receive public comment.

- **Talking Points**

Staff will draft and distribute Talking Points by close of business the Monday following each Steering Committee meeting. Steering Committee members will provide feedback if they request edits to the Talking Points. For particularly sensitive topics, the Steering Committee may establish specific Talking Points at the end of the meeting instead of waiting until the following Monday.

5. Meeting Schedule and Follow Up

- Future Meeting Schedule
 - October 9th, 700 Lavaca, Rm 725
 - November 13th, 700 Lavaca, Rm 725
 - December 11th, 700 Lavaca, 1st Floor, MF-B