



Kids' Council Meeting Minutes September 17, 2015

5:15 p.m. – 7:20 p.m.
344 Broadway

Summary

Summary of Conversation Topics

- Introduction of new Kids' Council members
- Information Hub Network and Find It Cambridge

Key Agreements

- Shared Understanding of the Information Hub Network and Find It Cambridge
- Agreement to identify parents interested in being Find It Cambridge user testers

Next Steps

The group identified the following next steps (or commitments) during the meeting:

What	Who	By When
Save the proposed meeting schedule for 2015-16 (3 rd Thursday of the month unless otherwise noted): <ul style="list-style-type: none"> • October 15, 2015* • November 19, 2015 • January 21, 2016 • March 17, 2016 • May 19, 2016 • June 16, 2016 *date, time and/or location may change	All KC members and affiliates	
Identify parents interested in being Find It Cambridge user testers	All KC members and affiliates	



Kids' Council Meeting Minutes

September 17, 2015

5:15pm – 7:20 pm
344 Broadway, 2nd Floor Conference Room

Detailed Notes

Present:

Mayor David Maher, Neal Michaels, Rabeya Akther, Tina Alu, Griffin Andres, Ron Benham, Leo Burd, Lace Campbell, Louis DePasquale, Michelle Godfrey, Dwayne Green, Maria Grinko, Liz Hill, Kathleen Kelly, Jack Kiryk, John Lindamood, Michelle Lower, Alanna Mallon, Ben Malancon, Matt Nelson, Rihanna Oumer, Mike Payack, Geeta Pradhan, Bridget Rodriguez, Ellen Semonoff, Nancy Tauber

Co-Chairs: *Mayor Maher and Neal Michaels*

Executive Director: *Nancy Tauber*

Content Manager: *Mike Payack*

Desired Outcomes:

- Shared Understanding of the Information Hub Network and Find It Cambridge
- Agreement to identify parents interested in being Find It Cambridge user testers

Socialize, Network and Eat

5:15 pm – 5:36 pm

Call to Order:

5:36 pm – 5:59 pm

- Welcome & Introductions (Mayor Maher)
 - Mayor Maher introduced new members of the Kids' Council
 - Claude Jacob is now an official voting member of the Kids' Council
 - Neal Michaels is now a community-at-large member, and he will continue serving as the Co-Chair of the Kids' Council
 - Bridget Rodriguez, University Representative, Associate Director, Education Redesign Lab at Harvard University, parent
 - Michelle Lower, Business Representative, Senior Director of Development & Asset Services, Alexandria Real Estate Equities, parent
 - Geeta Pradhan, Philanthropic Representative, Executive Director, Cambridge Community Foundation
 - Liz Hill, Community-at-Large Representative, Teacher at ML King School, parent

- Rabeya Akther, Specific Area Representative, Community Engagement Team Outreach Worker, Agenda for Children Literacy Ambassador, Playgroup Leader for the Center for Families, parent
 - Ron Benham, State Agency Representative, Director of Bureau of Family Health and Nutrition, Department of Public Health
 - Jack Kiryk, Youth Representative, CRLS junior, Youth Council member
 - Rihana Oumer, Youth Representative, CRLS junior, Youth Council member, filling in for Mary Gashaw until January
- Mayor Maher asked returning members of the Kids' Council to introduce themselves
- Announcements/Updates
 - Dwayne Green described the work of the 2014-2015 Youth Council
 - developed mentoring program, in which high school students mentored eighth graders
 - "Beyond the Walkout" workshop series
 - Basketball game: Youth vs. City officials
 - Attended National League of Cities Conference
 - Dwayne described the goal of the 2015-2016 Youth Council as to empower youth to take charge of their own education
 - Nancy Tauber announced the 2015 Kids' Council Meeting Schedule: same time and place (5:15-7:15 344 Broadway), 3rd Thursday of the month – October, November, January, March, May, June
 - Michelle Godfrey discussed the Summer 2015 Book Bike program
 - This summer the program bought an additional Book Bike with the help of the Kids' Council
 - Expanded from 3 to 5 parks in Cambridge
 - Gave 2603 books to Cambridge youth this summer
 - Mayor Maher announced that Griffin Andres was elected by his peers to represent Cambridge students on the School Committee
 - Mayor Maher announced that tomorrow is PARKing Day in the City of Cambridge
 - Mayor Maher's Food Drive will take place in a parking space directly in front of City Hall
 - Mayor Maher announced that the search for a new superintendent is continuing
 - 19-person interview committee has been formed
 - Training starts 9/29
 - Interviews conducted 10/5, 10/6
 - 57 applicants so far
 - Mike Payack announced that the Cambridge Charrette on Homelessness is ongoing this week
 - DHSP, in consultation with the Cambridge Homeless Continuum of Care (CoC) and other City departments, has partnered with the Corporation

for Supportive Housing (CSH) to facilitate a community planning process to inform the City's strategic plan on homelessness

- A steering committee comprised of a diverse group of stakeholders used input from the public received during two community meetings held in June to identify six issue areas to be addressed during Charrette Week
- On Tuesday and Wednesday, September 15 and 16, each issue area had a dedicated two-hour fishbowl-style session, a facilitated dialogue between community members and local and national experts
- CSH will present their recommendations (based on various input received during Charrette Week) to the community this Friday, September 18, at 10 am, at the YWCA in Central Square
 - Members of the community will have an opportunity to once again provide feedback immediately following the presentation
 - Mike announced that all are welcome to attend this presentation
- Alanna Mallon announced that the Cambridge Backpack Program received State funding (\$110,000) this year to expand the program
 - Backpack Program has combined with RSTA Program at CRLS
 - Will be combined with Food Justice Program in RSTA
 - RSTA students will help prepare the food
- Adoption of Minutes (May 21, 2015 meeting)
 - Michelle Godfrey moved to adopt the minutes for the May 21, 2015 meeting
 - Neal Michaels seconded motion
 - Minutes adopted

Review ideas around an Information Hub Network:

5:59 pm – 6:07 pm

- Nancy Tauber provided two announcements
 - Kids' Council received grant from Google (\$22,360) to fund Find It "Finders"
 - Code For Boston organizer will present their work on the Find It Cambridge website at the Code For America Summit next month
- Review of ideas around an Information Hub Network

Presentation of the dynamic wireframe for Find It Cambridge:

6:07 pm – 7:16 pm

- Leo Burd presented the dynamic wireframe for Find It Cambridge
 - See Attachment A for detail
- The developers are looking for Cambridge parents to test the usability of the website
 - Developers ask for testers' first impressions, to try out certain tasks, to think out loud as they navigate the website
 - Usability tests generally last about an hour

- Suggestions from Kids' Council members
 - Create linkages between Find It Cambridge and the CPSD website (i.e. for high school athletic schedules)
 - Create linkages from CHA website to Find It Cambridge
 - CHA website is heavily visited
 - Include CHA in outreach efforts for Find It Cambridge when it is launched
 - Secure commitment from agencies (especially larger agencies) to add their program, event information to Find It Cambridge
 - Should business associations add info about events they organize?
 - Add section of website dedicated to resources, programs for individuals with disabilities
 - Make accessibility a searchable field
 - Develop a convenient and helpful way to search for programs that are free, have sliding scale fees, or scholarship or financial aid available
 - Despite the challenge of the many different ways that programs manage affordability—and the different terminology this causes
 - Talk with the City's Community Development Department about access to their address/property database
 - Seek buy-in and user feedback from youth
 - Add info about youth jobs
 - Think about a way to differentiate young adults from kids
 - Teenagers do not want to be thought of as "kids"
 - Think about a way to make the site attractive for youth to use themselves (not only parents)
 - The branding could help
 - Is there a need among youth for such a tool?
 - We haven't formally assessed this
- Developer Feedback
 - Create MVP (Minimal Viable Product) and make adjustments and improvements from user feedback and analytics (i.e. what are users searching for that is not currently available?)
 - Product does not have to be perfect at launch

Evaluation and Next Steps:

7:16 pm – 7:20 pm

- Nancy thanked the members for their helpful input
- Nancy invited Kids' Council members to Find It Cambridge branding meeting on Thursday, September 24, at 51 Inman Street

- Nancy asked Kids' Council members to identify parents interested in being Find It Cambridge user testers
- Nancy announced that the next Kids' Council meeting is scheduled for Thursday, October 15, 2015 (5:15 pm -7:15 pm) at 344 Broadway, 2nd Floor conference room. Date, time, and location of meeting are subject to change.

Adjourn:

7:20 pm

- John Lindamood moved to adjourn
 - Liz Hill seconded motion
 - Meeting adjourned

Attachment A: Find It Cambridge Dynamic Wireframe PowerPoint



Background

- Parent interviews
- System specification and Persona creation
- (Terravoz gets hired)
- Splash page
- Paper mockup
- Service provider usability test (with Google Forms)
- (Software development begins)



FIND IT CAMBRIDGE

YOUR GATEWAY TO CHILDREN, YOUTH, AND FAMILY OPPORTUNITIES IN THE CITY OF CAMBRIDGE

Coming soon ...

The **FIND IT CAMBRIDGE** website will make it easier for parents and other caring adults to find the amazing array of activities, services, and resources that are available for children, youth and families in Cambridge, MA.

Please [sign up](#) to receive updates about Find It Cambridge and how to get involved with this exciting initiative.

SU PUNTO DE ENTRADA A LAS OPORTUNIDADES PARA NIÑOS, JÓVENES Y FAMILIAS EN LA CIUDAD DE CAMBRIDGE

Muy pronto ...

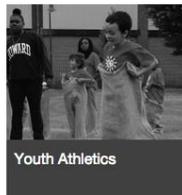
FIND IT CAMBRIDGE es el sitio web que hará más fácil para los padres y otros adultos que velan por el bienestar de los niños informarse sobre la gran variedad de actividades, servicios y recursos que están disponibles para los niños, jóvenes y familias en Cambridge, MA.

Por favor [suscribirse](#) para recibir noticias sobre Find It Cambridge y descubrir cómo involucrarse con esta

- Home
- Announcements
- Event Calendar
- Directory
- About

Your gateway to children, youth, and family opportunities in the City of Cambridge.

Collections



About the Dynamic Wireframe

- First attempt to represent Find It Cambridge on the web
- Created to test navigation and distribution of content across sections and pages
- Does **not** represent what the final site will look like
- Available at <http://findit.tlda.org/>

Questions for the Dynamic Wireframe

- Is there anything missing in terms of content?
- Do the names make sense?
- Does the navigation make sense?
- Is there anything that should receive more/less attention than something else?

Core Activities

- Search for providers, services, programs, and events
 - by age/grade appropriateness
 - by location
 - by date and time
- Browse for content by topic
- Evaluate programs for relevance, eligibility, and accessibility*
(location, cost, special needs)
- Request to be notified of timely information via alerts and updates

Questions

- How will we know people are using the site and it is making a difference?
Who is using the site?
- We know we need someone to be the Find It Project Manager. Will we also need someone to update the actual system who has more technical skills?
What will that entail?
- How will we officially launch Find It?
- Other?

Next Steps

- Usability test with parents (next 2 weeks)
- Find It Branding (in parallel)
- Software development
- Content input testing (in parallel)
- Beta testing with service providers
- Beta testing with parents
- Official launch (Spring 2016)