



Meeting Minutes

Committee of the Chairs

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, October 30, 2024

11:00 AM

Online and Via Phone

Attend: [https://us02web.zoom.us/j/85092075093?
pwd=OfYurZ4aABXVR7rlpTPOZXCyxhIEYH.1](https://us02web.zoom.us/j/85092075093?pwd=OfYurZ4aABXVR7rlpTPOZXCyxhIEYH.1)

1. CALL TO ORDER

The meeting was called to order at 11:00 am.

2. ROLL CALL

Councilmember Gilman attended on behalf of Councilmember Parshley.

Present: 3 - Committee member YẾN Huỳnh, Committee member Dani Madrone and Clark Gilman

Excused: 1 - Committee member Lisa Parshley

3. APPROVAL OF AGENDA

The agenda was approved.

4. COMMITTEE BUSINESS

4.A [24-0911](#) Preparations for the 2025 City Council Retreat

The Committee discussed potential agenda items, location etc. for the 2025 City Council Retreat. The suggested retreat dates are January 25, Noon - 5:00 p.m. and January 26, 9:00 a.m. - 4:30 p.m. Suggested topics are the City Council Workplan, budget, City Council schedule, inter-jurisdictional assignments and relationship building.

The discussion was completed.

4.B [24-0912](#) Approval of Recommended Updates to the City Council Guidebook

Committee members discussed proposed updates to the City Council Guidebook. This included updates to the language related to the Civilian Police Auditor, inter-jurisdictional assignments, process for City Council vacancies, process for updating the Guidebook, public comment, the Independent Salary Commission, and the addition of the referral form. Items held for future discussion were limits to special recognitions per Council meeting and the process for managing conflict.

The discussion was completed.

5. ADJOURNMENT

The meeting adjourned at 12:00 p.m.