



**Commission on Climate, Energy, and Sustainability
Community Engagement and Communications Subcommittee**
Wednesday, April 1, 2026, 6:30PM – 7:30PM
Microsoft Teams

Meeting Minutes

1. Call to Order

Meeting called to order at 6:32 PM by Chair Adriana Bachmann

Present:

Adriana Bachmann
Katy Brown
Natalie Shepp

Representative, Ward 2
Representative, City Manager
Representative, Ward 6

Staff Members & Guests:

Michael Catanzaro

Energy Manager, Environmental & General
Services Department (EGSD)

Absent – None

2. Call to the Audience

Comment from an anonymous member of the public was submitted to Michael Catanzaro, Energy Manager, via email. Mr. Catanzaro forwarded the comment to all members of the subcommittee, and commissioners read the comment to themselves during the meeting.

In summary, the public comment requested the following from the City/Subcommittee:

- **Define guardrails:** Clear rules for how staff/commissioners engage with community organizations
- **Standardize outreach:** Less “who you know,” more public, centralized communication
- **Document interactions:** Make outreach visible and trackable
- **Create accountability:** Define what happens if someone goes outside the process
- **Ensure equity:** Broader, more inclusive access; not just existing networks

3. Past and Current Meeting Minutes

Comm Bachmann stated that in the past, they were told subcommittees only had to submit Legal Action Reports (LARs). However, Boards & Commissions recently clarified that meeting minutes must be submitted for subcommittee meetings, along with LARs.

Audio or draft/unapproved minutes must be submitted to Boards & Commissions within three (3) business days after a subcommittee meeting. Once minutes are approved by the subcommittee, the approved minutes must be submitted within two (2) business days of approval. LARs for subcommittee meetings must be submitted within ten (10) business days after the meeting occurs.

Comm Bachmann went back and drafted the missing minutes for 6/3/24, 8/13/24, 9/18/24, 3/18/25, 11/6/25, and 3/5/26. They submitted drafts to Boards & Commissions for posting, which were also distributed to subcommittee members for review ahead of the meeting.

Comm Bachmann opened the floor for edits. Comm Brown requested edits for the 3/5/26 and 3/18/25 minutes, which were corrections to typos. Comm Brown also requested a change to Item 3 on the 8/13/24 minutes to identify who Fabiola Bedoya is affiliated with and to describe the project in more detail; and they requested a change to Items 5 and 6 on the 6/3/24 minutes to add whether the subcommittee members were in favor or opposed to HCR 2040 and specify Ms. Hoover's title/role.

Motion was made by Comm Brown to approve the minutes of 6/3/24, 8/13/24, 9/18/24, 3/18/25, 11/6/25, and 3/5/26, duly seconded by Comm Shepp, with corrections. Passed unanimously by a voice vote of 3 to 0.

4. Cyclovia Event Details and Activity

Comm Bachmann stated CCES is a confirmed activity host at Cyclovia on Sunday, April 12 from 9AM – 3PM. The City of Tucson will not be hosting a table at the event, and the resilience team is not available to partner with us. Comm Bachmann has requested a table, tablecloth, and tent from Fatima Luna for the event and is waiting to hear back.

Comm Bachmann confirmed the CCES table will be located at Doris J. Thompson Park, and that a precise location would be shared by Living Streets Alliance next week.

Commissioners Bachmann and Brown confirmed they would be available to table, and Comm Shepp will be unavailable due to a prior commitment. Comm Bachmann will mention the event at the upcoming CCES meeting to get more volunteers.

Comm Bachmann opened the floor for discussion on an activity for the event. Comm Brown recommended the Carbon Cycle Game and described the instructions. They said it's a game they play with their students at Pima Community College. Because of this, they will ask permission to use the game materials at our event.

Comm Shepp wants to make sure the activity we choose ties back to our goal of "raising awareness of the commission" and feels like the Carbon Cycle Game does not. Comm Bachmann reminded the group that they still have not finalized the purpose and goals of the subcommittee; in the past, education was one of the subcommittee's goals as it supports positive behavior change from the public. Comm Shepp agreed that if education is one of the subcommittee's goals, this activity makes sense.

Comm Brown said it would be nice for people to leave with something in their hands, and Comm Bachmann mentioned the idea of a "passport." Comm Brown liked the idea and said they would share the game materials with Comm Bachmann. Commissioners Brown and Bachmann agreed to discuss the activity further and will possibly schedule a follow-up meeting before the event.

5. PCC Climate Community Day

Comm Bachmann confirmed the City of Tucson's resilience team will be tabling at the Pima Community College (PCC) Climate Community Day. They are waiting to hear if our subcommittee can partner with them like last year.

- 6. Future Agenda Items**
Comm Bachmann requested two items: finalize subcommittee's purpose and goals, and discuss the Climate Action Newsletter
- 7. Future Meeting Date(s)**
Commissioners agreed to create a recurring subcommittee meeting for the first Thursday of the month from 6:30PM – 7:30PM
- 8. Adjournment – Chair Bachmann adjourned the meeting at 7:32PM**

DRAFT