

SPECIAL MEETING NOTICE OF THE FLAG COMMISSION

The regularly scheduled Saturday, July 18, 2020, meeting of the Flag Commission has been cancelled. A special meeting of the Flag Commission will be held virtually on Thursday, July 16, 2020, at 9:00 a.m.

The City of Spokane's Flag Commission meeting will be held virtually via WebEx at **9:00 a.m. on Thursday, July 16, 2020**. Commissioners will be attending virtually and the meeting will be open to the public via the call-in option below.

The physical meeting will not be open to the public and no public testimony will be taken. Discussion will be limited to appropriate officials, presenters and staff. The public is encouraged to tune in by calling 408-418-9388 and using access code 146 149 2380. The meeting password, if needed, is 0320.

Agenda:

1. Public Comment
2. [Approval of the Minutes of the April Meeting](#)
3. [Discussion and approval of the draft submission guidelines](#)
4. [Discussion and approval of the draft submission and voting process](#)
5. Discussion of next steps
6. New business from members
7. Adjournment



**Council Member Kate Burke
Flag Commission Council Liaison**

1. Attendance
 - a. Corey, Kate, John, Matt, Jeffery, Betsy, Scyla joined at 1:12, Max joined at 1:17, Andrew joined at 1:22, Josh joins at 1:29
2. Voting guidelines subcommittee report (Corey)
 - a. Weekly Friday noon meeting time
 - b. 3 members, looking for more
 - c. Do not have any guidelines yet working towards those
3. IT Web Group (Matt)
 - a. 3 members, one meeting
 - b. Capabilities were discussed
 - i. Being able to bring in information and collect it is easy, the trick is going to be taking that information and making it usable by the other subcommittee's
 - c. Submittable is a software that was brought up
 - i. Web group is looking at costs
 - ii. A lot of demographic information is required so there is some hesitancy
 - iii. No standing meeting
4. Submissions guidelines (John)
 - a. No meetings
 - b. Brought forward ideas from other flag groups across the region/country
5. **Scyla joined at 1:12**
6. Scyla making social media accounts
 - a. Corey is interested in being involved with social media stuff
7. **Max Joined at 1:17**
8. Jeffery joins the submissions guidelines committee
9. Conversation surrounding timeline and moving forward with COVID
 - a. Scyla suggests things with the school board could be moved online
 - b. Kate doesn't see a need to alter the timeline with online capabilities
 - c. Betsy worries about students getting very engaged online
 - i. Could we ask the schools just to make an announcement to be aware of it retaining the option of advancing outreach when school opens back up
 - d. How will city outreach work?
 - i. Matt can be the connection to the Mayor's office and promoting through the city and then continue outreach as a commission
 - e. What about the libraries?
 - i. Bringing a representative from the library might be a good idea to see what they are thinking
 1. Kate is going to look into bringing someone in to their subcommittee at the library board meeting
10. **Andrew joined at 1:22**
11. New business
 - a. Corey asks if we can ask out to the school board ASAP
 - i. Kate can do this, let me know what we are working on and what we want out of our partnership
 - ii. June timeline would be ideal for promotion, but when to receive submissions?

1. Gathering the information is straight forward, voting is the difficult part
2. Should we have a 4 person no quorum meeting between representatives of each subcommittee
 - a. Yes
- b. Scyla asks to be a part of the submissions guidelines committee
- c. Josh asks if he could get a digest of each subcommittee meeting
- d. Corey moves to create a public outreach subcommittee and nominate Scyla as the chair
 - i. Kate seconds
 - ii. Motion passes unanimously
- e. Corey motions to adjourn
 - i. Kate seconds
 - ii. Motion passes unanimously at 1:50 pm
 - iii.

Draft Submission Guidelines:

1. Make a design that's striking. Simple designs usually make better flags than complex ones.
2. Be careful about picking colors. The colors of your design should evoke some aspect of the Spokane Region, such as its geography, flora, fauna, local history, or people. Fewer colors are preferred. Avoid using more than four colors.
3. Do not include color gradients (fading colors) or text as a point of focus. These both make flags much harder to produce, and including them will put your flag at a significant disadvantage to other designs.
4. Be sure to feature icons and/or symbols that will be meaningful to Spokane residents. Natural icons like the Sun, lilacs, and the Spokane river are meaningful to city's history. Man-made symbols like "The Joy of Running Together", the Spokane Clock Tower, and the Skyride Gondola are recognizable to Spokane citizens. These are just examples, feel free to be creative, but be sure to stylize your design - abstract and simplified shapes work much better in flags.
5. Be original. Don't reproduce a pre-existing flag design, or try to plagiarize another person's design as your own.
6. Be clean and positive! Flags that are offensive or explicitly exclusionary will not be considered. We're looking for a flag that anyone can appreciate anytime.
7. Be inclusive! Your flag should reflect the diverse Spokane community, and should pay respectful tribute to the native peoples of the Spokane area

The draft process is as follows:

- 1 We will accept submissions online and via mail
- 2 All submissions will require:
 - a A picture of the flag
 - b Text explaining the symbolism of the design
 - c The name and location (including city, state, country and postal code) of the submitter
 - d The age of the submitter
 - e Electronic contact information for the submitter (phone and/or email).
- 3 Once submissions close all members of the Commission will be given access to the full list of submissions and will be able to 'flag' a submission as being offensive, inappropriate (including joke or 'meme' submissions) or otherwise unacceptable to present to the public
- 4 The full commission will meet to consider all of the flagged submissions and will decide which should be excluded
- 5 The remaining submissions will be presented to the public by selecting sets of 10 at random to present at a time and allowing the public to either "upvote" or "downvote" each flag, and potentially offer a comment.
- 6 The net top 50 (upvote – downvote) flags will be examined by the commission, and the commission will select through a synthetic process a set of 5-10 flags (which may be submissions as they are, combinations of submissions, or new flags created from common elements)
- 7 These 5-10 flags will be run past the City Council to ensure that none of them are objectionable and that the Council will approve the final choice, whichever it is
- 8 A public vote will be held using the Ranked Choice Voting system. Voters may either vote online by logging into a portal with their City library card, or by going to a library to receive a paper ballot from a librarian.
- 9 Votes will be counted and the final choice will be the flag with 50%+1 of the total votes, following transfer of votes within the RCV system.