



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Youth Advisory Board

Friday, October 10, 2025

12:00-1:00 PM

**Sherwood Police Department
Community Room**

**20495 SW Borchers Dr
Sherwood, OR 97140**

1. CALL TO ORDER

2. ROLL CALL

3. ADJUSTMENTS TO AGENDA

4. CITIZEN COMMENTS

5. NEW BUSINESS

- A. Transportation System Plan Information (Joy Chang, TSP Update Project Manager)
- B. Discussion regarding Goals and Activities for the Year (Finn McEvoy, Chair)
- C. Establishing Meeting Calendar/Schedule (Finn McEvoy, Chair)

6. STAFF UPDATES (Kristen Switzer, Assistant City Manager)

7. COUNCIL LIAISON ANNOUNCEMENTS (Renee Brouse, City Councilor)

8. OTHER

9. ADJOURN

How to Provide Citizen Comments:

Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to steffent@sherwoodoregon.gov and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email steffent@sherwoodoregon.gov or call 503-625-4213 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

ADA Accommodations:

If you require ADA accommodations for this public meeting, please contact steffent@sherwoodoregon.gov or call 503-625-4213 at least 48 hours in advance of the scheduled meeting time.



SHERWOOD YOUTH ADVISORY BOARD MEETING MINUTES
22560 SW Pine St., Sherwood, OR
October 10, 2025

REGULAR SESSION

1. **CALL TO ORDER:** Board Chair Finn McEvoy called the meeting to order at 12:02pm.
2. **BOARD PRESENT:** Akwasi Cobbinah, Prachi Ranabhat, Emma House, Cosette Duckett, Finn McEvoy, Parker Hager, Trevor Tsui, City Councilor Renee Brouse

STAFF PRESENT: Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens

3. **ADJUSTMENTS TO AGENDA:** Add Approval of August Minutes
4. **APPROVAL OF SEPTEMBER MEETING MINUTES:**

MOTION: FROM McEVOY TO APPROVE THE SEPTEMBER MEETING MINUTES. SECONDED BY COBBINAH. MOTION PASSES.

5. **CITIZEN COMMENTS:** None

6. NEW BUSINESS

A. Transportation System Plan Information (Joy Chang, TSP Update Project Manager)

Chang explained that the TSP Citizen Committee has about 10 people from the community, school district, business owners, citizens. They would like to have a representative from the Youth Advisory Board. It's a comprehensive process that looks at all future transportation including bikes, pedestrians, cars, and public transportation. The State requires a 10-year review. They held the first meeting in April and will be meeting quarterly. The meetings are 1.5-2 hours long. The next meeting is scheduled for November 19, 2025. The representative would be committing to approximately five hours per quarter. It is a two-year project that will end in July 2027.

B. Discussion regarding Goals and Activities for the Year (Finn McEvoy, Chair)

Brouse handed out a worksheet (Exhibit A) to facilitate goal setting. She asked the Board if they could accomplish one thing this year, what would it be.

Cobbinah: Address new grading system at the high school, fundraising at the Robin Hood Festival, ongoing City projects.

McEvoy: Youth mayor targeted toward elementary school-aged kids, work with City's social media administrator to gear content more toward youth, surveys through homeroom slides.

Tsui: Adopt a Youth Bill of Rights similar to Multnomah County's, more youth civic engagement – lobbying at the capitol, connect with other youth councils, partner with Sherwood School District to have representation on the school board, close street in Old Town to create space for kids to hang out, youth voter registration events

House: Get feedback from kids – get a Youth Advisory Board email address and create flyers with QR codes, getting teens the opportunity to partner with professionals to fix things like cracks in the road so they can learn the process.

Duckett: Suggestion Box for feedback, AP Art students involved with murals sponsored by the Cultural Arts Commission, wrapped electrical boxes – have students submit ideas, offer hot chocolate on the pedestrian bridge during colder months, advertise events like the pedestrian bridge ribbon cutting at the high school.

Hager: Advertise events on homeroom slides, feedback from middle school students, civics group/club at the middle school, events for teens.

Ranabhat: Youth entrepreneur fair, tackle issues like youth bullying, youth-focused events.

Brouse summarized: Youth events, collecting feedback, creating a 3rd space and then asked how the Board is going to connect with people.

Discussion followed and included specific ideas such as:

- Give attention to middle and elementary schools, hold hot chocolate on the pedestrian bridge event with QR code to collect feedback.
- Voter registration drive, partner with high school to advertise on homeroom slides.
- Newsletter, social media, get youth representation on school board.
- Survey at middle school during flight time.

Brouse asked what Top 3 Priorities are.

- Discussion followed and included:
- Communication/Outreach
- Events
- Civic engagement

- Add social media to communication/outreach.

Brouse summarized:

#1 Priority – Communication

Ideas included Bowman New Network, have survey QR code on Homeroom slides, Flight time at middle school, Affinity groups/clubs, Youth Advisory Board having its own Instagram account, Youth Advisory Board having its own email address, High school newsletter

#2 Priority – Events

Ideas included Old Town street event with cornhole and games, hot chocolate on the bridge event, work with Next Step Oregon for voter registration drive, tabling at community events like Music on the Green, Movies in the Park, and Robin Hood Festival, holding a Youth Entrepreneur Fair.

C. Establishing Meeting Calendar/Schedule (Finn McEvoy, Chair)

It was determined that the third Thursday of every month would be the best date for meetings going forward. The next meeting will be Thursday, November 20, 2025, at 4:30 and will be held at the Sherwood Chamber office.

7. STAFF UPDATE (Switzer)

Switzer reported that the pedestrian bridge ribbon cutting event was successful. People enjoyed having the high school marching band lead the way. Switzer commented that she's very excited to be working with the Youth Advisory Board and will be bringing engagement opportunities to the next meeting.

8. COUNCIL UPDATE (Brouse)

Nothing to report at this time.

9. OTHER – none

10. ADJOURN 1:02pm

YAC Goal Setting Ideas

5 Minutes - Welcome & Warm-Up

- **Icebreaker Prompt:** “If our board could accomplish one amazing thing this year, what would it be?”
- Use sticky notes or a shared digital board for responses.
- Briefly review the purpose of the Youth Advisory Board and today’s goal-setting focus.

10 Minutes - Visioning Activity: “Imagine the Impact”

- Ask: “What do we want our community to say about us a year from now?”
- Use a “Head, Heart, Hands” framework:
 - **Head:** What knowledge or awareness do we want to raise?
 - **Heart:** What values or causes do we want to champion?
 - **Hands:** What actions or projects will show our impact?
- Capture themes on a whiteboard

15 Minutes - Goal Mapping

- Introduce SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound).
- Draft 1–2 goals based on the visioning themes.

Goal: _____

Why it matters: _____

Steps to achieve it: _____

Who’s involved: _____

Timeline: _____

10 Minutes - Commitment & Collaboration

- As a full board, vote or prioritize top 2–3 goals to focus on this quarter.

5 Minutes - Reflection & Close

- Quick round-robin: “One word to describe how you feel about our goals
- Share next meeting date and any follow-up tasks.