

## Minutes from the Community Education Workgroup Meeting

Date/Time: 6/29/16 1:00-2:00pm

Location: Homeless Initiative Program

Attendees: Zach Alexander, Jennifer Coffey, Courtney Glover, Kevin Hillman, Matt Holland, Jen Hunt, Chuck Kern, Keshia Knight, and Alan Witchey

- 1) The workgroup's meeting focused on a discussion of the Spirit and Place event which will take place on November 10, 2016
  - a. This workshop will be a critical element to the kickoff of the next Blueprint planning efforts
  - b. There was a suggestion to conduct the reflective exercise at both the beginning and the end of the day's session (identifies contrasts between participants' initial attitudes and those after the workshop)
  - c. The group needs to think about when the best time is to present data (Lunch?); also best format
  - d. Should we develop/distribute a questionnaire for participants at the start of the day?
    - i. Perhaps utilize a large Post-it on different populations
  - e. Question on how we encourage participation from the business community; also how we recruit experts from the various sub-groups
  - f. Deadlines from the host organization are driving an aggressive schedule and the need for quick action
  - g. What is the best way to capture info/responses for use in future planning? Should we have scribes in the break-out groups
  - h. Should we develop a list of Frequently Asked Questions and Answers?
  - i. What is the launch for the Call to Action?
  - j. The group recognizes the criticality of Follow-up activities
  - k. There was a discussion of a potential Artistic component for the event
    - i. Handprints, Doodle, Photography, etc
      1. Need to pursue this further and identify possible artists
  - l. Next Steps: who are the people that we will be tapping for the day's activities?
    - i. Suggestion of a "living document" for the team to update in real-time
- 2) Additional thought/focus needs to be placed on how we are going to promote the C of C
  - a. To get started, Chuck Kern is going to work with Zach Alexander to develop a one-page fact sheet
- 3) Chuck Kern is assuming the role as chair of the Community Education Workgroup
  - a. Zach is sending Chuck the list of times for all C of C meetings so that the group can establish the best slot for a recurring monthly meeting (4<sup>th</sup> week appears best candidate)
    - i. Chuck asked about the possibility of also utilizing a call-in number for meetings (increase participation for those who may not be able to attend in-person) and Alan Witchey advised that CHIP does have a number that could be made available