

“Any Town” Home for All Kick Off Meeting

Meeting Date and Time

Meeting Location

Meeting Purposes:

1. Develop a shared understanding of the goals of Community Engagement Program and potential measures of success
2. Examine the community climate for different types of housing discussions, relevant historical context, strengths to be leveraged and anticipated challenges
3. Define roles and key timeline assumptions
4. Clarify next steps following this meeting

Meeting Agenda

* Introductions
* Goal discussion: What is the environment you want to create for upcoming housing decisions?
* Review major topics being considered by the City in 2019 and issues that will intersect with housing.
	+ Are there any milestones, important dates or council deliberations in the next 10-12 months that will impact this program?
* Define success – What will change as the result of this program?
	+ What type of engagement will have happened in your community?
* What do you need to learn from the community? What do you need to learn about the community?
* What do you think the community needs to learn about the issue(s)? About each other?
* Which groups or people will you engage with?
* What strengths will you be building on?
* How might this project fail?
* How is information about housing shared with the community?
* What’s working?
* What isn’t working as well?
* What’s missing?

• Review the community landscape

* Who is well represented in current housing and civic decisions?
* Who else are you trying to reach?
* What groups can help you extend reach?
* Where are relationships working well in the community?
* Where do relationships need repair?
* Team member roles and responsibilities
* Project leads from Home for All and Common Knowledge
	+ - Overall project management
		- Technical assistance for all project elements
		- Support for outreach and communications
		- Large meeting design (collaborative with all-team) and facilitation
* Council members
	+ - Inform all City Council members
		- Assist the project with ideas and advice about the city environment
		- Assist with outreach to the community
		- Listen and learn from the expanded circle of engaged residents
* Any Town staff
	+ - Lead project outreach and communications
		- Assist with design of all project elements
		- Large meeting content development
* Home for All
	+ - Work with City Team Lead to schedule check-in calls
		- Assist City to access Home for All resources
		- Coordinate with Common Knowledge on development of training and support sessions
* Agree on next steps following this meeting