

Town Plan Steering Committee

May 6, 2015

5:30-7pm

Agenda

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**5:30 - 5:40      Introductions**

**5:40 – 5:50      Process Goals and Ideals**

- Review and approve Goals and Ideals document

**5:50 – 6:10      Network Analysis**

- Review Network Analysis
- Identify missing Networks, Connectors & Communications Opportunities

**6:10 – 6:55      Engagement Activities & Timeline**

- Review engagement activities and materials (Are the options going to reach the Stakeholders?) Specifically:
  - o Postcards
  - o Chalkboard wall – locations and logistics
  - o Drink Coasters – local participation and logistics
  - o Tabling – identify specific events, dates and volunteers
  - o Meeting in a Box - identify target groups and volunteers
  - o One-on-One Interviews – identify targets (i.e. each committee member interviews 5 people?)
  - o 4<sup>th</sup> of July – float, distribution along parade route, tabling, raffle, volunteers
- Discuss September Vision Event (location, timeframe, etc?)
- Form subcommittee to help manage volunteers?

**6:55 – 7:00      Wrap up & next steps**