

**GR Participatory Budget Team**  
**Meeting Agenda**  
**MS Teams**  
**3:00 to 5:00pm**  
**January 20, 2022**

- 1) Call to Order:  
Present: Adnoris(Bo), Michael, Cailin, Lisa K, Doug B., Pastor Ken  
Absent: LaKiya, Kristina G.
- 2) Approval of Previous Meeting Minutes  
Corrections from Doug B. noted & Approved
- 3) Updates - City:
  1. **Finalize distribution of the contracts**
    - a. My understanding is that there are still some groups on the list where contacts have not been provided. Need those today.
      1. All but one Partner Agreements have been sent out. Not Sent: GR Initiative for Leaders as it is still missing information from SC.
    - b. Once contracts are distributed, Kathi will be following up directly with each organization to clarify and answer questions. We need to be clear that Kathi will be the point of contact on those contractual matters from this point forward. This is for consistency, tracking and clarity for the partners.
      1. Moving forward Kathi will be the main contact for partner agreement following up. Only one contract pending.
      2. Kathi will start follow up with Partners on Monday
      3. Deadline January 28<sup>th</sup>, Kathi will provide update after that
  2. **Continue distribution of materials**
    - a. A third order of printed materials has been ordered and should arrive next week (5,000 hangers and 5,000 cards)
    - b. Will be producing and distributing posters for key locations
    - c. Kathi will be the POC for providing materials to the SC and to partner organizations
  3. **Schedule PBP orientation meetings**
    - a. Two meetings – one mid-day and one early evening (likely the week of 2/7)
      1. Virtual Meetings: Feb 7<sup>th</sup> Noon to 2:00pm and Feb 9<sup>th</sup> 6:00pm to 8:00pm
    - b. Need to determine who will be participating from the PB SC
      1. 7<sup>th</sup>: Lisa K, Doug B.,
      2. 9<sup>th</sup>: Michael, Bo, Pastor Ken,
  4. **Media/Social Media push**
    - a. Will launch in coordination with the completion of PBP orientation (so partner orgs can piggyback on messaging)
  5. **Metrics Update**
- 4) Updates - Executive Team – Michael, LaKiya & Lisa:
  1. Rule Book
    - (1) No Updates-working on finalizing the rule book during breakout session
- 5) Updates - Communications – Doug, Lisa & Kristian

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- a) Social Media Posting- will need to hire PT position to pushout social media. City Communications might have an intern to work on this. Committee will come up with content
  1. Outreach, Engagement & Event Planning – Bo
    - (1) GRPS working with Kathi -Meeting next week in school Noon on 26th to talk to youth.
  2. Measurement & Accountability – Mallory & Calin
    - (1) Neil C. Meeting scheduled
  
- 6) Committee & Breakout
  - a) Communications Engagement and Outreach:
    1. Designed postcards, need to have the cards printed.
      - (1) Purpose is summertime handouts, i.e. HCWM Festival (Aug 5 to 7) has 50,000 people.
      - (2) Need list from Special Events-Evette- forwarded to committee by Kathi
      - (3) Postcard needs to be updated; timeline updated & postage bar removed before it is printed.
  - b) Executive Committee:
    1. Updated the plan/rule book, 15 pages long; review and send comments to executive committee.
    2. Anything highlighted in red, are items that need to be figured out later. Will get those items on the agenda.
  
- 7) Goals:
  - 1 Week Out:
    - All Steering Committee members review the final rule book and send comments to executive committee. Plan is to finalize next meeting.
  
  - 2 Week Out:
  
- 8) New Business
- 9) Adjourn