GR Participatory Budget Team
Meeting Agenda
MS Teams
3:00 to 5:00pm
March 17, 2022

1) Call to Order
   a. Roll call
   Present: Lisa K., Bo Torres, Michael, LaKiya, Pastor Hoskins, Mallory P., Doug B.
   Absent:

2) Approval of Previous Meeting Minutes:
   Approved

3) Reminder: Next week in person meeting at WMCAT 3-5 with hybrid option
   a. WMCAT –same location as last year
      i. Remote access requested by: Kathi H. (Doug B. will not be able to attend)
      ii. Request to always have remote option for future meetings
   b. Cancel April 7th- No meeting-Approve

4) Priorities This Week
   a. Idea Portal submissions review
      i. Process: Review on ongoing basis
         • Review all up to date, determine those that are incomplete, determine action & connect. PBSC to review initial: Lisa K. (Ward 2), LaKiya (Ward3), Michael (Ward1)
            o Incomplete ideas will receive an email stating, idea is incomplete consider connecting with partner organization. Refer to Partners for assistance, but email partners first.
         • Review new ideas as a group at future PBSC meetings
         • Question for City about how to post ideas on website, transparency, and possible additional funding support.
         • PRE-Identify Budget Delegates; have them attend the in-person meeting and have a discussion with them on incomplete ideas
            o Have communication go out regarding identifying budget delegates throughout this process
   b. Prepare for meeting next week
      i. Facilitator for Meeting: Jennifer VanHorsen
      ii. Think about improvements for next time i.e. the ability to save the form and finish at a later time.
      iii. Clarify Roles and Responsibilities-will have better idea once we meet with UCC
      iv. Agenda for March 24th
         1. UCC will do a 5-min presentation on what they do.
            a. Ask: Main a shared space for partners to have access and share documents and resources
         2. Individual Think Time Activity
         3. What’s on your mind Activity
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a. Discuss concerns and ideas
   b. Opportunity for UCC and PBSC to get to know each other

4. Grant Supports: Technical Support & Better Communications and Engagement Process
5. Chain of process, who is doing what
6. Future PBSC meetings (changes, rhythm, etc.)
7. Budget Priorities

Two Weeks Out:
   a. Budget Delegate Recruitment Application & Process
      i. To discuss at March 24th Meeting
      ii. Currently: Application will be online
   b. Review current status with partners

5) City Team Updates -15 Minutes
   a. Next week meeting facilitator: Jennifer
   b. Timing update on the grant $ from Stacy
   c. Additional updates

6) Guest Presentations
   i. NA

7) Old Business Category (Decisions and Work Done) –5 min
   a. Community Partners presentation content – sharable directory yet?
      i. Collaboration space where partners can share files. Michael will create a Google share drive and send it out. – will also connect with UCC regarding taking over this
      ii. Can we give them documents in an editable format?
      iii. Could UCC take over this?

8) New Business -20 min+
   a. PB at the Neighborhood summit- May 21st
      • Summit Theme: Healthy & Equitable Outcomes in the Community
      • Submit a intent to present proposal by: Noon March 21st -Mallory will submit
         o Workshops: Idea Submission topic, have 1 to 2 PBSC members at each workshop. 2 workshops (a.m. & p.m.), ward specific?
         o Table: Have graphic of timeline, info on PB, QR Codes, swag
         o Partners to facilitate brainstorming ideas and pay them
            ▪ Do we have access to tablets for onsite-idea submission?
   b. PB at the LCC meeting April 14 from 12-1:30
      i. 45 minutes for presentation
         • Bo will present at LCC meeting on behalf of PBSC
   c. Goals/objectives for next week’s meeting
      • Discussed above item 4b.iv
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9) Committee Breakout (60 min)- Not Needed
   a. Executive Committee
   b. Outreach, Engagement & Event Planning
   c. Communications
   d. Measurement and Accountability

10) Committee Report (15)- No Reports
   a. Executive Committee
   b. Outreach, Engagement & Event Planning
   c. Communications
   d. Measurement and Accountability

11) Action Items
   a. Executive Committee
   b. Outreach, Engagement & Event Planning
   c. Communications
   d. Measurement & Accountability Committee
   e. All

12) Priorities
   This Week

   Two Weeks Out:

13) Adjourn
Attachment related to Agenda’s New Business (Item 7a) Final Community Partners list:

<table>
<thead>
<tr>
<th>Community Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>AYA (3-11 Youth Housing)</td>
</tr>
<tr>
<td>Anishinaabe Circle</td>
</tr>
<tr>
<td>Baxter NA</td>
</tr>
<tr>
<td>Boston Square Neighborhood Association (Combine with Oakdale)</td>
</tr>
<tr>
<td>Creston NA</td>
</tr>
<tr>
<td>Disability Advocates -T1</td>
</tr>
<tr>
<td>Eastown NA</td>
</tr>
<tr>
<td>Essential Needs Task Force -T1</td>
</tr>
<tr>
<td>Garfield Park NA</td>
</tr>
<tr>
<td>Heartside NA-T3</td>
</tr>
<tr>
<td>Heritage Hill</td>
</tr>
<tr>
<td>Latina Network</td>
</tr>
<tr>
<td>Lions and Rabbits</td>
</tr>
<tr>
<td>NAACP-T?</td>
</tr>
<tr>
<td>Neighbors of Belknap</td>
</tr>
<tr>
<td>Noors Heaven</td>
</tr>
<tr>
<td>Roosevelt Park T1-Partner</td>
</tr>
<tr>
<td>Seeds of Promise T1 -partner w/GPNA</td>
</tr>
<tr>
<td>South West Area Neighbors/ JBan</td>
</tr>
<tr>
<td>The PROACTIVE Project, Inc.</td>
</tr>
<tr>
<td>West Grand Neighborhood Organization -T3</td>
</tr>
<tr>
<td>West Michigan Asian American Association-T1</td>
</tr>
</tbody>
</table>
Attachment related to Agenda’s New Business (Item 7d) All Committee Planning Working Session

- **Finalize plan** - respond to comments – Nov 5
- Finalize partner contract (partner list is determined) – Nov 5 – **Doug Matthews**
  - $ (are there funding restrictions)
  - Expectations
  - Deliverables/measurements
  - Target audience for equity
- **Partner acceptance** – Nov. 12 – **Partner orgs**

Outreach/Education/Idea Submission (Oct. – Jan.)

- Idea portal (live Nov. 15)
  - FAQ on portal for idea submitters - ongoing
  - Technology support (Doug Matthews) – before Nov. 15
  - Idea template (content drafted by Meas/Account committee) - **done**
  - **Video of “How it works”** – Angelika/Mallory/Pastor Ken/Lisa – Nov 12
    - What do you want the audience to think/feel/know/do
    - Can we better define what is not allowed?
  - **Idea feedback when ideas are incomplete** – starting Nov 15, local orgs/city support

- **Neighborhood partner training**
  - PBP – Nov 12-22 time period – **Doug Matthews**
  - **Committee specific training** – Nov 22 – LaKiya/Michael
  - “How it works” sheet – Nov 12 – overlap with the video?
  - Share the plan
  - How are we going to measure success – Nov 12 – Meas/Account

- **Neighborhood partner outreach/support**
  - Focal point for questions? – **Individual steering committee members/with city support**
  - Documentation support – **Engagement committee**
    - Ward map
    - Talking points
    - FAQ – specific for partner organizations
  - Technology support? - **Engagement committee**
    - List of libraries/other resource providing organizations
  - PPE support from City? - **Engagement committee**
    - Local partner donations
  - Support partners’ outreach (Nov 22 – Jan as needed)- **All**
  - **Mini-grant process definition** – Nov 19
  - **Mini-grant submission review** – Following Nov 19

- **Engagement**
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- Do we need to support events happening in the city outside of our neighborhood partner events?
  - Communications
    - Next media push
      - Partner organization announcements – Nov 12
    - Creative engagement – QR code links to video
    - Connection with the schools
    - Common set of talking points – Nov 4 draft - Doug/Angelika
    - Radio interviews?
  - Volunteer Management
    - pb@grcity.org

Project Development – Feb/March

- Idea downselect – Feb 1
- Budget delegate application – Nov 12 – LaKiya/Michael
- Budget delegate recruitment – ongoing with support from local orgs - All
- Budget delegate approval- Michael
- Budget delegate training – January