

GR Participatory Budget Team
Meeting Agenda
MS Teams
3:00 to 5:00pm
October 28, 2021

- 1) Call to Order
 - a. Roll call
Present: Doug B., Cailin, Mallory LaKiya, Pastor Hoskins, Mallory P, Bo T, Michael S., Lisa K.
Absent: Krystin G
- 2) Approval of Previous Meeting Minutes
- 3) Upcoming meetings with holiday conflict Dates November 11, November 25, and December 23
 - a. Decision: Cancel all three meetings noted and accomplish work if needed outside of the meetings.
- 4) City Team Updates -15 Minutes
 1. Angelika PR Push
 - a. Press release went out to media list and community partner list that was established, should be picked up by written media probably Monday or later
 - b. Received a call from GR Press – update given, and Communications& Outreach team was forwarded the request.
 - c. Commissioner Reppart replied and said we did a good job
 - d. Doug and Angelika meeting regarding communications process and timeline and will brief Doug B. and work with him on next media round
- 5) Guest Presentations
 - i. NA
- 6) Old Business Category (Decisions and Work Done) –5 min
 - a. Community Partners List- Review
 - b. PBP will come in to do the training for community partners; Doug M will arrange
 - i. Engagement subcommittee to provide documents for them that they can use beyond the training.
- 7) New Business -80 min
 - a. Michael:
Community Partners List- Finalize today
 - i. Final list completed (listed at end notes)
 - ii. Organizations added will need to be reach out to
 - iii. The final list will be sent to Doug M for the Agreement that he is finalizing
 - iv. Recap: \$30,000 for Formal Organizations and \$10,000 to micro grants (at \$1,000 each).
 - b. Michael, Mallory, Pastor Ken, and Angelica joined the NA meeting and brief them and what to explain moving forward regarding neighborhood partners
 - c. Angelika Communications Plan updates & input/assistance needs

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- i. Clarity on Door hangers-
 - ii. Marketing tactics
 - iii. Communication Planning point person working with Angelika- Doug B.
 - iv. Listening
 - v. Explainer Video- need guidance
 - d. All members: Committee working session instead of committee breakouts. Planning to establish goals, objectives, expectations, timelines:
 - i. Completed list attached at end of notes
 - e. Next Communication Push?
 - i. Radio shows, flyers at events, etc.
- 8) Committee Report (N/A)
- a. Executive Committee
 - b. Outreach, Engagement & Event Planning
 - c. Communications
 - d. Measurement and Accountability
- 9) Action Items
- a. Executive Committee
 - b. Outreach, Engagement & Event Planning
 - c. Communications
 - d. Measurement & Accountability Committee
 - e. All
- 10) Priorities
- This Week
- a. Partner Contract -Application to Community Partners
 - b. Respond to Plan comments received- Michael S.
 - c. Idea Portal submission
 - d. How does it work video
 - e. How do we measure success?
- Two Weeks Out:
- f. Partner Organization Announcements
 - g. Talking Points- Doug B & Angelika L.
 - h. Budget Delegate Recruitment Application & Process
- 11) Adjourn

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Attachment related to Agenda's New Business (Item 7a) Final Community Partners list

1. Baxter
2. Creston
3. East Hills
4. Easttown
5. Garfield Park
6. Heritage Hill
7. LINC
8. Midtown
9. Neighbors of Belknap
10. Roosevelt Park
11. Seeds of Promise
12. South West Area Neighbors
13. West Grand
14. Oakdale Neighbors
15. Realism is Royalty
16. Heartside NA
17. Lions and Rabbits
18. New City Kids
19. NWACP
20. NHBP
21. Anishinaabe Circle
22. Diatribe
23. Latina Network
24. UCC
25. AYA
26. Pride Center
27. Hispanic Center of West Michigan
28. Noors Haven
29. Essential Needs Task Force

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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**