

Community Participation Team (CPT) Meeting Agenda
 12 Oct, 2016 7PM – 8:30PM
 City Hall Council Chambers

Open meeting

- City Staff updates – Bill, Leigh, Debbie, Dannan
- 18 Oct Public Meeting Planning
 - o Final discussion and prep
 - o Discussion with Mr Chandler 5 Oct - Leigh
 - o AV setup – Lindsey
 - o Homework assignment discussion - Lindsey
 - o Review sign-ups (see below)
- 14-16 Poquoson Seafood Festival
 - o Final discussion and prep
 - o Materials (Drop Boxes, Clipboards, Feedback cards, Pens, Posters)
 - o Parking pass handout – Bill
 - o Review signpups (See below)
- OPEN ACTIONS 28 Sep Minutes

1	Find out status of university consultant to aid with survey (possibly use Mr. Chandler?)	Dannan /Leigh – Done
2	Inquire about using the large letterboard sign on Victory for CPT advertising	Debbie - Done
3	Distribute Flyers in Heritage Cove	Joe
4	Sign up for topic tables for the Public Meeting	CPT - Done
5	Create a Powerpoint Presentation to cycle through during Public Meeting (would like to discuss topic with Mr. Chandler)	Lindsey
6	Coordinate with A/V technician for Public Meeting	Lindsey
7	Develop best practices for summarizing and parsing qualitative data that is collected (would like to discuss topic with Mr. Chandler)	Data Collection Team

14-16 Oct Poquoson Seafood Festival Booth Sign-ups

		October 2016								
		Fri 14		Sat 15				Sun 16		
11 participants		5:00 PM – 7:00 PM	7:00 PM – 9:00 PM	10:00 AM – 12:00 PM	12:00 PM – 2:00 PM	2:00 PM – 4:00 PM	4:00 PM – 6:00 PM	7:00 PM – 9:00 PM	12:00 PM – 2:00 PM	2:00 PM – 4:00 PM
	Robert Liles	✓		✓						
	Shannon Dalrymple									✓
	Karen Steele					✓				✓
	Robert Cox						✓	✓		
	Leigh Fenigsohn	✓		✓						
	Janice Powell		✓						✓	
	Joseph Legan				✓	✓				
	dave maxwell		✓							
	Lynn Giglio						✓		✓	
	Lindsey Watson				✓					
	Anjie Emmett							✓		

18 Oct Public Meeting Table Sign-ups

10 participants		Housing Table	Economic Development Table	Community Services Table	Infrastructure Table	Environment Table	Land Use Table	Quality of Life Table	Reception/Check in (4 people)
	Janice Powell							✓	
	Anjie						✓		
	Dave Maxwell								✓
	Lynn								✓
	Robert Liles				✓				
	Shannon Dalrymple			✓					
	Robert Cox		✓				✓		
	Karen Steele	✓							✓
	Lindsey (Floater)								
	Jonathan hirsch					✓			

- Breakout into team groups (If needed)

Community Engagement Team	Data Collection Team
Janice Powell – Team Leader	Anjie Emmett– Team Leader
Shannon Dalrymple	Lindsey Watson
Karen Steele	Dave Maxwell
Joseph Legan	Mike Jacobson
Lynn Giglio	Robert Cox
Jonathan Hirsch	Robert Liles

- Around the Room (comments – concerns – new business)
- Adjourn