

GR Participatory Budget Team
Meeting Agenda
MS Teams
3:00 to 5:00pm
September 23, 2021

- 1) Call to Order
 - a. Roll call
Present: Michael S., Doug B., LaKiya J., Mallory P., Pastor Hoskins, Cailin, Bo T., Lisa Knight
Absent: Kristian Grant
- 2) Approval of Previous Meeting Minutes
LaKiya was not present- need to update
Approved- Yes
- 3) City Team Updates -15 Minutes
 - a. Other updates
David Green, Communication:
 - Flyer sent for review to the group by Doug M.- for group to have something to use starting this weekend- send back edits and he'll update
 - PBGR.org – website there is a place to sign up for updates. Via public input platform (robust engagement platform), which allows for notification and mailing list subscription, and gathering feedback of idea. Website offers google translate, it is about 85% accurate.
 - <https://www.grandrapidsmi.gov/Participatory-Budgeting>
 - <https://gr.publicinput.com/>
 - Angelica Lee is on the line
 - Flyer Review Comments:
 - Add description of what PB is/Simplify- more of a bullet format so it's not too wordy/You can spend this on (eligibility criteria) ... go to .../QR code for direct link
 - Like: the timeline/go to pb@grcity.us for info /gives volunteer and sign-up place/
 - Language: English and Spanish only? La Fuente can have more information on most used languages. We found Spanish, Vietnamese, and Rwandan as most used in Kent County.
 - Angelika L. Introduced: Dedicated person to coordinate the communication needs. About Angelika: Strategic communications for 10 yrs. Aquinas education and worked in Chicago. Experience as/in project manager, marketing, writer, and content developer. Excited to do public work. 20 to 25 hour a week start next week.
- 4) Guest Presentations
 - a. N/A
- 5) Old Business Category (Decisions and Work Done) –5 min

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- a. Committee Structure **(still need input from Kristian)**
 - i. Outreach & Engagement & Event Planning -Pastor Hoskins, Bo, Lisa
 - 1. Structure how this is done
 - ii. Communications -Lisa, Doug B.
 - 1. Community Orgs
 - 2. 3rd Party
 - 3. Key Objectives -Media, City Staff, Webpages, social media, Newsletters
 - iii. Measurement & Accountability – Mallory, Cailin
 - iv. Executive Committee – LaKiya & Michael
 - b. Ward Specific Stakeholders List
 - i. Share/brainstorm lists
 - 1. Compile master list with email-Mallory to create google doc
 - 2. Data: Calvin (Michael), KConnect (Bo), Johnson Center (Mallory), Commissioners (All)
 - *Obtained Stakeholder data from Calvin & K Connect- Need to add to spreadsheet.
 - *Idea Submission to Project Development Stage: Stakeholders to filter with ability of Committee to overturn if not equitable/within values
 - *How do we write process to ensure outcomes? Weighted voting, ...
 - *Data: Connect with Johnson Center regarding most updated and usable data?
 - *City Data: On various data sets and Neighborhoods of focus (within 1 to 3 years old if we have it)? Data sets on where infrastructure money has gone-ward specific-Performance Mgmt. Person @City-Asante to connect.
 - *Note in Manual: Vote is not one-person one vote, it's weighted for ...
 - c. Logo design chosen
- 6) New Business - 15 min
- a. Committee Agenda development
 - b. Executive Committee
 - i. Implement plan draft comments
 - ii. Engagement Budget Draft
 - c. Outreach, Engagement & Event Planning
 - i. (From Lisa) Nervous about getting the word out to educate people what is coming. Outdoor events? Partner with existing outdoor events? 49507 project, GRAAAMF, Library events and DGRI events, Confluence and Art Prize
 - d. Communications
 - i. (From Lisa) Update website/media releases to provide information out to the community about PBC and how people were chosen, its purpose and what we are looking to do, and publicize access to this information through existing city channels and additional ones? GR Times, radio spots, door hangers, etc.
 - e. Measurement & Accountability Committee
 - i. Measure how well we are engaging people

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- 7) Committee Breakout (~50 min)

- 8) Committee Report (30 min)
 - a. Executive Committee
 - i. Draft Budget: Voting Site, Budget Delegates, Payment to Orgs for Engagement. What costs do we have to pay for: Print materials, staff, etc. Will finalize today and get to Doug M. for feedback.
 - 1. Will let the group know what will be available.
 - b. Outreach, Engagement & Event Planning
 - i. Need to know budget for outreach and engagement to determine visual medium & develop a plan of action
 - ii. Flyer version 2.0-soon
 - 1. Transfer to door hangers
 - iii. John H- GRPS conversations, how to reach out to 13-year-olds in school and connect to Civic classes that are already planned for them. He has links to information released to date.
 - c. Communications
 - i. Condensing the 2nd & 3rd Paragraph into bullet points & add a QR Code
 - d. Measurement and Accountability
 - i. Reviewing Data collection from PBP-Measuring Outcomes
 - 1. Develop Pre-Matrix
 - ii. Reach out for Match Fund Application
- 9) Action Items
 - a. Executive Committee
 - i. Will start connecting with Commissioners and orgs
 - ii. Work on a mass meeting with stakeholders
 - b. Outreach, Engagement & Event Planning
 - c. Communications
 - i. Draft a paragraph for committees to reach out to organizations
 - d. Measurement & Accountability Committee
 - e. All
 - i. Review Stakeholders list
 - ii. Provide Plan comments by end of weekend
 - iii. Mark on excel the organization you connected with
 - 1. Explain Process
 - 2. Stress their involvement importance
 - 3. Share the rule book
 - f. City Staff
 - i. Demo of tools for each phase discussed today:
 - ii.
- 10) Adjourn

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