

GR Participatory Budget Team
Meeting Agenda
MS Teams
3:00 to 5:00pm
November 4, 2021

- 1) Call to Order
 - a. Roll call

Present: Caillin, Michael, LaKiya, Pastor Hoskins, Doug B.
Absent: Bo, Mallory, Lisa K.
- 2) Approval of Previous Meeting Minutes
- 3) Reminder: 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) Priorities
This Week
 - a. Partner Contract -Application to Community Partners
 - b. Respond to Plan comments received- Michael S.
 - c. Idea Portal submission- Caillin
 - i. Presented questions for review
 - d. How does it work video-Angelika
 - i. Draft is close to finalize- needs examples of projects from PB Steering Committee
 - ii. Video is on track to be done next Friday
 - e. How do we measure success?

Two Weeks Out:

 - f. Partner Organization Announcements
 - g. Talking Points- Doug B & Angelika L. -Attachment to meeting appointment
 - i. Provides unified voice and common language
 - h. Budget Delegate Recruitment Application & Process
 - i. Need to develop this
- 5) City Team Updates -15 Minutes
 1. Bo's conversation with Joel H- Mass mailing would cost 40k
 - a. Consider We Are GR to get information out
 - b. Possibly useful for voting information, but not now
 2. Angelika PR Push update
 - a. Strategy ideally to be PB SC led
 - b. Strategy to get info to print press – SC connections
 3. Doug finalized agreement with partner orgs
 - a. Reviewed and comments
 - b. PR next Thursday: message regarding selection?
- 6) Guest Presentations
 - i. NA

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- 7) Old Business Category (Decisions and Work Done) –5 min
 - a. Community Partners List- Finalized
 - 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.

- 8) New Business -20 min
 - a. Engagement capacity – check if we’re comfortable with the current process.
 - i. PB provided training –
 1. Doug M. Coordinating, will need to wait for partner availability
 - a. Partners will need two weeks from agreement (after Nov. 29)
 2. Training: offer multiple sessions-online
 - ii. When will agreements be due back: November 12
 1. Signed (Yes) contracts to City-Doug M to notify SC
 2. NOs will go to Outreach & Communications
 3. Review gaps in partners after contracts due date
 4. ALL: SC to contact each organization directly. In Mallory’s excel file, write in your name by the organizations you are contacting/own
 - iii. SC Training
 1. Michael: working on slides and documents for budget delegates

- 9) Committee Breakout (60 min)
 - a. Executive Committee
 - b. Outreach, Engagement & Event Planning
 - c. Communications
 - d. Measurement and Accountability

- 10) Committee Report (15)
 - 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
 - a. Partner Organization Announcements

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- b. Talking Points- Doug B & Angelika L.
- c. Budget Delegate Recruitment Application & Process -Michael

Two Weeks Out:

13) 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**