



Membership and Communications Committee

May 5, 2016

5:30pm

PPA Office

1. Welcome and Sign In
2. Review welcome brochure status
3. Ppelist change status
4. Status of fund raising for committee expenses and plans to expend funds
5. Ice Cream Social Table
6. Concert committee status as part of PPA
7. Other business
 - a. Lunch in the park
 - b. Other?
8. Next meeting agenda and date
9. Adjourn

Attendees: John Cushing (Chair), Diana Dukich, Ruth Fen, Meredith Poppele, Andy Mickel, Jessica Buchberger (staff)

1. John welcomed the committee and thanked everyone who was involved in the planning of the 'Raise the Banner' project, which was approved and will be funded by the Good Neighbor Fund.
2. John and Ruth have been discussing welcome activities that PPA could start doing. One of these things is to welcome new people at the Community Meetings. The committee discussed possible ways to do this, and ways to sustain volunteers with new people. The committee chose to get a banner for the ice cream social, sign up new members, and to host a new member party at someone's house.
 - a. Identifying new residents in the neighborhood--using NextDoor and through current volunteers. This could be someone assigned to welcome that person with the welcome package, and to inviting them to a meeting and being willing to introduce them to others at the community meeting. At the meeting a different colored name tag could be offered for people to recognize new people.
 - b. Assign greeters to make a point of talking to and introducing new people.
 - c. Board members have a conversation starter about the volunteer work they do on their name tags.
 - d. Have follow-up calls/emails.
 - e. New member gatherings, getting out volunteering opportunities to new people. At people's homes, or coffee shop/restaurant?
 - f. Thanking people who volunteer more.

- g. Use realtors in the area to find new homeowners. The committee would like to send a letter to the local realtors to invite them to be a part of this.
- The Welcome Brochure is constrained by what the budget is. Ruth received a quote from Print Solutions on different styles of welcome packet. The Legacy Fund gave \$400 to the project. Ruth will also give estimates for her design work time. The committee will discuss what needs to go into the brochure.
3. The Concert Committee, for a variety of reasons, including some overlap in fundraising activities, and because the Concert Committee has used PPA as a fiscal agent, have become a Task Force of the MemComm Committee. The Executive Committee agreed to this. The Concert Committee has a budget for about \$1900 for the season, \$1800 of which has been raised already. The Concert Committee will make a proposal to the Legacy Fund for some of the remaining costs. If more members join the Task Force, it could become the Events Committee.
 4. Jessica reported on an email exchange with the e-list keepers about a supplementary service that could be used to reduce the volume of messages that the e-listers have to sort through and send out. The MemComm Committee had suggested using e-democracy to direct large conversations and government announcements. Lois Willand had responded she did not think that would work too well. The committee is willing to try it to see if it will serve the purpose of reducing the amount of work the e-listers have. This led to a further discussion about all the communication channels there are in the neighborhood. Andy will work to sketch out a communications map for the next meeting.
 5. The committee discussed the items that need funding and ways to fundraise.
 6. The Ice Cream Social--the committee will have a table and items to give away and new member sign-up forms. Jessica will make a volunteer sign up for, and suggested a 'volunteer training' for signing up members at that event. Meredith may be able to host a new member event in June. The committee discussed various options for dates and length of time for the gathering. John suggested June 26th at 4pm, which the committee agreed to.
 7. Jessica will organize a Lunch in the Park at the Signature Cafe for Tuesday, May 24th.
 8. Andy announced that he has resigned from the Board of Directors, but will continue being a great volunteer on the MemComm Committee.
 9. The next meeting is Wednesday, May 25 at 5:30pm. The agenda is below. The committee adjourned at 7:08pm.
 - a. Proposal from Ruth about Welcome Packet
 - b. PPE-list discussion with visual diagram of communications
 - c. Fundraising
 - d. Final planning for Ice Cream Social
 - e. Website update & finding dedicated volunteers to update



PPA MemComm Committee

May 25, 2016

PPA office

5:30pm

Attendees: Andy Mickel, Diana Dukich, Seth Zawila, Meredith Poppele, Jessica Buchberger

1. The agenda includes plans for the Ice Cream Social and the event banner.
2. The Ice Cream Social is on Friday, June 3. Jessica will not be able to attend, so the committee discussed the plan for the table, volunteers, materials
 - a. Google doc with the volunteer slot sign ups
 - b. Andy 4pm-5:30pm; Diana 6:30-7:30; Seth 7:30-8:30 (John 5:30-6:30pm?) (send list with email addresses)
 - c. Email Board of Directors (wear t-shirts!)(smartphone user?)
3. The packing list was created by the committee so Jessica could prepare materials before the event.
4. Banner design should include:
 - a. Identify prospect park association, use images and very few words
 - b. Ask nick of cue labs to give a couple options
 - c. Should include website address
 - d. Spec sheets needed
5. Next meeting June 16 5:30pm
 - e-list: invite Lois to meeting
 - recap of ice cream social
 - new member party
 - welcome package
 - website updates & trainings

**Concert Task Force
Agenda - May 17, 2016**

Present: Steve, Marie, John, Ruth, Lydia

Old Business

- **Financial status - amounts granted Good Neighbor Fund (\$2800), Legacy Fund (\$500) , sponsors (Brad P.(\$350), (\$100) Mary Alice K.) and Pratt Community Council (\$300)**
- Flyer (thanks Ruth) - she will finish it and get it to Steve for printing (200 more copies); we can fold it at our next meeting
 - How to proceed given financial implications - Lydia will ask Jessica to send \$500 to Corey once Ruth sends an invoice to PPA.
 - Changes or ideas for August event (given \$\$ from Legacy Fund)
 - review for final printing by Parks Department
- Sign Status - completion and placement review - Seth has cut them all out, and Ruth will finish putting them together. John will find some holders - there are some at PPA so we'll ask Jessica. Discussed need to have a sign that says 'concert moved to PPUMC' - Steve will make one.
Discussed where signs should reside between posting on the Wednesday before a concert.
 - Ruth - will take 4
 - Steve - will take 1 and use park sign to advertise
 - Lydia - 3
 - Marie - 4 for south side of Franklin
 - Seth - 4
 - John - 2
 - Jessica - 1 for 4th
 - PPA - 1 for outside office

New Business

- Review May concert - went well \$308 collected; about 50 people
- Discuss June Concert
 - How to find kids - Seth will contact the 3 known PP music teachers; Lydia will communicate with Jan Thurn & Pratt music teacher. He will do line up but will not be at the concert

- Assignments - reviewed sheet:
 - Advance & week of PR - Lydia
 - Check - Marybeth will need to ask Jessica for check as she has contracts
 - Signs before concert - all of us
 - Prepare list of announcements - John
 - Pre-concert clean up & greeting of performers - Steve & Lydia
 - Refreshments - Steve
 - MC - Seth will ask Bill Lee or Ruth will do
 - Photos - John
 - Pass the hat & count \$ - Marie & Ruth
 - Post concert - Marie & Lydia
- Begin discussions about August Community event -Good Neighbor Fund related issues - will review grant at June meeting
 - Legacy Fund Issues - translation - develop 1 page or ½ page flyer of only August material and get it translated to Somali & Oromo to distribute along with regular flyer. Lydia will ask Jessica for ideas; Steve to check with potential people at park
 - Organization - we are ok with Marybeth as organizer - need to let PPA know so they know who to pay. Lydia will talk to Marybeth
 - Band - in place; also hope Charles will play (maybe with others) before the band plays at 7
 - community groups to invite - resource fair idea - leave up to Marybeth with the following ideas
 - MIA - Steve has contacted them
 - Naturalist - Steve in contact
 - Other community groups
 - Kids activities
 - Food - food truck? Free food important
 - ways PPA can assist us - need a few volunteers from PPA
- Other items to add to agenda
- Next Meeting date - June 22, 5 pm at Luxton Community Center
- June 21 Agenda - must be published per new PPA guidelines
 - Draft Agenda as follows
 - Old Business
 - Review June concert

- Discuss Good Neighbor Fund issues including budget, organizer, other goals of grant
- New Business
 - July concert - assignments
 - August concert & celebration

Draft Agenda for June 22, 2016

- Old Business
 - Review June concert
 - Discuss Good Neighbor Fund issues including budget, organizer, other goals of grant
- New Business
 - July concert - assignments
 - August concert & celebration