

Chittenden County Homeless Alliance

Membership & Outreach Committee Meeting

Wednesday, December 3rd, 2025

1:30PM – 2:30PM

[Meeting Link](#)

Membership & Outreach Committee

Identify potential interested and qualified candidates for positions on the Steering Committee, including officer positions; conduct outreach to ensure that the membership is reflective of our community and includes BIPOC representation to increase participation, leadership, and decision-making within CCHA activities; develop clear orientation materials about the Alliance; provide professional development training based on current knowledge; and plan Community Meetings in consultation with the Steering Committee officers and full Steering Committee; Provide support to the operations of the Lived Experience Engagement Working Group.

In addition, the Membership and Outreach Committee will survey current partners toward several ends:

- a. To determine needs/interests of partners and their and connection to the Alliance,*
- b. To determine how partners currently gather and use feedback from people with lived experience,*
- c. To determine if there are strategies for sharing, aligning, or streamlining this feedback collection and integration across the housing services system.*

Minutes

1. Introductions and Announcements

5 Minutes

The Committee welcomed Julia Hawley, from Community Health Centers of Burlington.

KidSafe has opened the nominations for its Outstanding Service Award. You can find more information at KidSafeVT.org/nominations.

Taylor Thibault announced that Elmwood Shelter is no longer doing double-occupancy units. The units are considered too small for two people. New vacancies will be filled by individuals. They just refreshed their waitlist and will be calling folks on the list to gauge their interest in a unit.

2. Review of the [November Meeting Minutes](#)

5 Minutes

3. Recruiting Strategy

15 Minutes

a. What are the benefits of membership? How can we create more?

Coordinated Entry and Unsheltered Data Presentations.

CCHA provides an opportunity to learn and understand the current events affecting housing and homelessness. It is also helpful to build the network of the folks who are working on these issues in the community. There are different ways/capacities to engage with the CCHA. We should communicate the different options for participation in the organization.

Networking and putting faces to names is helpful. It is also helpful to have updates in meetings as they are easier to remember. The program expert presentations have been helpful in Steering Committee meetings. The information is still valuable for people who aren't working directly with homeless individuals. It is a system-wide approach. We can offer the facts/data that allows others in the community to react to current trends. It is helpful to bring everyone into the same space on a regular basis; this allows us to identify the gaps in services within the community. How can we fill those gaps?

It is helpful to understand all the resources available in the community.

The CCHA offers a platform for organizations to come to the table to collaborate on solutions for the community. It is also an effective optics tool for organizations who want to be a part of the community solutions conversation. The CCHA may be able to provide information to membership before it becomes available to the wider public; this allows more time to react changes as they arise.

The advocacy efforts of the CCHA are valuable, as they amount to the collective weight of all the partner organizations. We have a diverse group that provides a considered approach to the problems we face on the ground level.

b. Recruitment Road Show

This is something that Meghan does for KidSafe programs; she has found that meeting people where they are is more effective and engaging than sending an email with a PDF. We can focus on creating a set of CCHA marketing materials to communicate the CCHA and the benefits we offer. We would use these materials to present, in the community, at organizational staff meetings for example.

Members of the committee can be as involved in whatever capacity they choose.

Perhaps a one-pager could be created to highlight the different levels of participation in the CCHA.

Taylor and Kerri volunteered assist with the outreach efforts.

It would be helpful to have more primary care case management representation on

the CCHA Steering Committee. It may be difficult to attract folks from that sector attend our Steering Committee meetings until we find a solution to offer a hybrid meeting option.

Let's Build Homes was mentioned.

Build a Better Burlington was another group that was mentioned.

c. [Recruitment Tracking Spreadsheet](#)

4. [Annual Workplan](#)

10 Minutes

The persons with lived experience working group is no longer a NOFO application requirement, but it would be helpful for folks with lived experience to have a venue learn about the CCHA's efforts.

We could engage Pathways to support their PWLE Group efforts and also find better ways for folks to participate in Steering Committee conversations.

5. Contois Auditorium – Creating a Welcoming Space

10 Minutes

The Spark Space at Burlington Electric is being explored as an alternative space for Steering Committee meetings. It may be a large enough space, but it also offers its own technical challenges. We need to consider the accessibility to folks with lived experience.

UVMHC has not been able to commit to a 2-hour meeting away from the hospital. Their parking and transportation situation plays a factor.

There are meeting spaces on the UVM campus, but parking can be a challenge.

Not all locations will meet all our needs. We will need to compromise.

JUMP Urban Ministry and the Fletcher Library were also proposed as potential meeting spaces.

Fewer people would likely attend the Steering Committee meetings if a hybrid option was offered.

6. Identify Steering Committee Candidates

5 Minutes

a. [Recruitment Tracking Spreadsheet](#)

7. [Recruitment Brochure](#) for Co-Chairs

5 Minutes

This conversation was tabled until the January meeting.

8. Other Business

5 Minutes