

Chittenden County Homeless Alliance

Membership & Outreach Committee Meeting

Wednesday, February 5th, 2026

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 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.*

[Meeting Link](#)

Minutes

1. Introductions and Announcements	5 Minutes
2. Review of the <u>January Meeting Minutes</u>	5 Minutes
3. <u>Annual Workplan</u>	15 Minutes

Marissa is willing to create an Excel spreadsheet to track attendance of Steering Committee meetings. She is also willing to illustrate our Membership Recruitment Brochure to make it more visually appealing.

Bryce led the committee through a review of the annual work plan, confirming strategic priorities, discussing the flexibility of the plan, and addressing the need for clarity from the executive committee regarding responsibilities outlined in the governance charter.

.

Work Plan Finalization Timeline: Bryce informed the group that the strategic planning committee and co-chairs of all committees aim to finalize annual work plans by the end of February, making this meeting the last opportunity for input before the deadline.

Strategic Priorities Confirmation: The committee agreed that the current strategic priorities remain solid, with Bryce emphasizing that the document is fluid and can be updated as needed, even after finalization.

Spring and Fall Community Meetings: Bryce noted that organizing spring and fall community meetings remains a priority, with the spring meeting scheduled for May and a survey to be paired with it, allowing the committee time to plan the event and survey content.

Clarification of PWLE Working Group Purpose: Meghan raised questions about the PWLE working group's purpose, especially considering changes to application requirements, and suggested seeking confirmation from the executive committee to ensure ongoing relevance and alignment with governance responsibilities.

Support for Community Groups: Bryce and Kerri discussed the possibility of supporting existing community groups, such as those hosted by Steps, through stipends and outreach funding, to fulfill responsibilities related to supporting individuals with lived experience of homelessness.

4. Recruiting Strategy 15 Minutes

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

b. Recruitment Road Show

Expanding Organizational Outreach: The group brainstormed additional organizations for recruitment, such as Connecting Cultures, AALV, VCJR, Treatment Court, and Chittenden Clinic, assigning follow-up actions to specific members and discussing strategies for engaging organizations with limited capacity.

c. [Recruitment Tracking Spreadsheet](#)

Bryce reviewed the recruitment tracking spreadsheet, discussed outreach to targeted organizations, addressed technical barriers to document sharing, and strategized on expanding committee membership through direct contacts and tailored recruitment materials.

Recruitment Tracking Updates: The committee provided updates on outreach to organizations such as UVM Medical Center, UVM Women and Children's Specialty Clinic, Howard Center, and others, with Meghan and Marissa reporting on their respective follow-ups and pending responses.

Technical Barriers to Document Access: Marissa highlighted issues with accessing shared spreadsheets due to Gmail account restrictions, prompting Bryce to consider alternative methods for sharing documents to ensure accessibility for all committee members.

School District Engagement: Bryce reported on outreach to local school districts, including Champlain Valley and Winooski, noting capacity challenges and the need to communicate the benefits and minimal time commitment of committee participation.

5. Recruitment Brochure **10 Minutes**

a. Co-Chairs – General

b. CCHA Steering Committee Organizations

6. Creating a Steering Committee Membership Review Procedure **10 Minutes**

The committee had a discussion on developing a procedure for reviewing steering committee membership, tracking attendance, and enhancing retention, with Marissa Darling offering to create tracking tools and the group considering ways to support and re-engage less active members.

Attendance Tracking and Analysis: Marissa inquired about attendance tracking, leading Bryce to explain that attendance is currently recorded via scanned signature pages, and Marissa volunteered to create an Excel chart to better visualize member participation and identify potential new members.

Retention Versus Recruitment: Bryce distinguished between recruitment and retention efforts, citing the example of VHFA, which stepped back due to capacity issues, and emphasized the importance of maintaining engagement with organizations at risk of disengagement.

Annual Review Procedure: The committee agreed to incorporate an annual review of membership into the work plan, with plans to revisit and potentially update an existing one-page form for members to confirm their participation and identify barriers to engagement.

Onboarding and Support for New Members: Meghan suggested developing materials and

processes to support new members, clarifying expectations and providing resources to facilitate their integration and ongoing participation in the committee.

Document Enhancement and Accessibility: Marissa offered to enhance the visual appeal of the one-pager and other documents, making them more engaging and accessible, and the group agreed to review and update these materials at the next meeting.