

Chittenden County Homeless Alliance

Membership & Outreach Committee Meeting

Wednesday, March 4th, 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 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.*

[Meeting Link](#)

Minutes

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| 1. Introductions and Announcements | 5 Minutes |
| 2. Review of the February Meeting Minutes | 5 Minutes |
| 3. Annual Workplan | 10 Minutes |
| 4. Recruiting Strategy | 15 Minutes |
| a. What are the benefits of membership? How can we create more? | |
| b. Recruitment Road Show | |

We will present a brief overview of the CCHA at the Adult Lit Meeting March 18th from 12:30-1:30pm.

c. Substance Use Addiction Summit – [Free Booth Opportunity](#)

d. [Recruitment Tracking Spreadsheet](#)

5. Recruitment Brochure 5 Minutes

6. Spring Community Meeting 10 Minutes

The meeting will be held on the evening of May 14th, with the May Steering Committee meeting on May 7th moving to a virtual meeting.

7. [Membership Survey](#) 5 Minutes

a. Should we switch to a Microsoft Form version for better compatibility across organizations?

b. Perhaps we can add a question to the new survey regarding feelings around changing the structure of the bi-annual community meetings.

Add “optional” in parentheses next to the name and email parts of the survey at the end. Also make sure to include a note at the beginning saying that the responses will be anonymous. We should eliminate the question about the preference for setting for meetings.

8. [Sub-Committee Co-Chair Responsibilities](#) 5 Minutes