

Chittenden County Homeless Alliance

Membership & Outreach Committee Meeting

Wednesday, April 1st, 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

1. Introductions and Announcements

5 Minutes

Co-chair Appointment: Meghan shared that Marissa agreed to join as Co-chair for the committee, marking a leadership transition and expanding the team's capacity for committee work.

Brochure Development: Bryce described the creation of a membership and outreach committee brochure, initially drafted by Meghan and enhanced by Marissa using Canva, with plans to distribute it via the shared drive and meeting minutes.

Co-chair Responsibilities: Bryce explained that co-chairs take on minimal additional work, such as preparing materials and outreach, and highlighted Marissa's proactive involvement in these tasks.

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

3. [Annual Workplan](#)

10 Minutes

Member Recruitment: The committee aims to recruit new members for both the committee and CCHA at large, with ongoing efforts to identify potential organizations and individuals for participation.

Membership Survey Planning: Plans were discussed to update the membership survey, transition it to Microsoft Forms for compatibility, and distribute it both digitally and in print, especially targeting people with lived experience.

Community Meeting Structure: Bryce outlined the upcoming May community meeting, which will be split into a virtual steering committee session and an in-person community event, with breakout groups and feedback collection.

Lived Experience Engagement Group: The committee discussed forming a working group for people with lived experience, considering partnerships with local organizations and funding for stipends, and soliciting ideas for facilitators.

Training Events Collaboration: The committee plans to host training events in partnership with the Housing Retention Committee, with upcoming resource series scheduled and potential for tandem presentations.

4. Housing Search – Resource Gap

10 Minutes

a. Voucher Assistance

Funding Source Identification: Bryce asked members to share knowledge of public, private, state, federal, or local funding sources that could address community service gaps, with voucher assistance highlighted as a need.

Fiscal Agent and Donation Process: Meghan confirmed CCHA is not a 501(c)(3), but United Way acts as fiscal agent, enabling access to certain funds and facilitating donation collection through the website.

Housing Retention Support: Bryce discussed the need for extended housing advocate support post-placement, referencing upcoming training events to address this gap and the requirement for additional funding.

5. Recruiting Strategy

10 Minutes

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

b. Recruitment Road Show

c. [Recruitment Tracking Spreadsheet](#)

Brochure and Outreach Material Feedback: Marissa and Meghan provided feedback on the CCHA overview brochure, suggesting edits for clarity, plain language, and inclusivity, with Bryce

agreeing to revise the materials.

Committee Structure Clarification: Marissa, Meghan, and Bryce discussed confusion around the steering committee's role, proposing renaming meetings and providing clear explanations in materials and at meetings to improve understanding.

Onboarding and Retention Strategies: Christina and Meghan emphasized the importance of onboarding and retention, suggesting orientation materials, sign-in table engagement, and formalized processes to help new members integrate and understand voting procedures.

Partner Organization Outreach: Bryce updated the group on outreach to Vermont Legal Aid, Beth Riley joining the strategic planning committee, and efforts to connect with St. Michael's College and Family Room, with Meghan offering to contact their executive director.

6. [Recruitment 1-Pager](#)

5 Minutes

This item was tabled until the May meeting.

7. Spring Community Meeting

10 Minutes

a. Voting in New Members

This item was tabled until the May meeting.

8. [Membership Survey](#)

5 Minutes

a. Additional Questions

Survey Question Review: Bryce asked the group to review survey questions for relevance and clarity, with Marissa suggesting not making all questions required to improve answer quality and maintain anonymity.

Printed Survey Accessibility: Julia and Amanda raised the need for printed surveys to reach people with lived experience who may lack digital access, with Amanda offering to distribute surveys at her center and COT.

Incentives and Anonymity: Marissa and Bryce discussed offering incentives via a lottery system, ensuring anonymity by separating contact information for the incentive draw, and using a computer randomizer to maintain fairness.

Survey Distribution Timeline: Bryce planned to distribute surveys at the May community meeting, keep the survey open through June, and report results in July, with reminders sent via newsletter and email.

Survey Audience and Question Framing: Meghan and Marissa discussed how survey questions about name, organization, and role may not fit all audiences, suggesting more inclusive language and optional questions to accommodate both professionals and people with lived experience.

9. Housing Insights for Community Partners

5 Minutes

- a. Who are our adjacently involved partners?**
- b. How can we educate them about our network's norms?**
- c. Potential Topic: Unsheltered Homelessness Services**

This item was tabled until the May meeting.

Follow-up tasks

Survey Distribution and Accessibility: Prepare and distribute printed versions of the membership survey, including at the May community meeting and at partner organizations such as Safe Harbor, CRC, and COT, with attached flyers explaining CCHA and the working group for people with lived experience. (Bryce, Amanda, Marissa Darling)

Survey Incentives and Anonymity: Develop and implement a process for collecting incentive entries for the survey (e.g., detachable slips for a lottery) while maintaining respondent anonymity, and clarify the incentive process to participants. (Bryce, Marissa Darling)

Survey Content Revision: Revise the survey to include an optional question about lived experience, clarify or remove organization/role questions to be more inclusive, and ensure questions are not all required to improve response quality. (Bryce)

Survey Communication and Marketing: Share the finalized Microsoft Form version of the survey with the group for review, and distribute it via newsletter, email lists, QR codes, and at community hub points. (Bryce)

Brochure and Onboarding Materials Improvement: Edit the CCHA overview brochure to use more plain language, clarify the meaning of "steering committee," remove the word "full" from "voting member," and add a brief explanation of meeting structure and voting to onboarding materials and/or meeting handouts/screens. (Bryce)

Partner Outreach: Contact Jackie Reno, Executive Director of Family Room, to explore partnership and potential involvement with CCHA. (Meghan)