

Chittenden County Homeless Alliance

Membership & Outreach Committee Meeting

Wednesday, September 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)
- 2. Review of the [August Meeting Minutes](#)** (5 Minutes)
- 3. Lived Experience Engagement Working Group** (5 Minutes)
 - a. Potential Budget**

b. [Balance of State – Committee Charter](#) Review

4. [Recruitment Brochure](#) (5 Minutes)

A new one-pager overview has been created to assist us in our efforts to recruit additional members to the Steering and other subcommittees. The document highlights the minimum responsibilities of membership and will hopefully reassure potential new members that the time commitment can be minimal.

5. [Membership Survey](#) (10 Minutes)

- a. Training Gaps**
- b. Expansion Needs**
- c. Meeting Effectiveness**
- d. Accessibility**
- e. Engagement Issues**

The above topics were highlighted as the key takeaways from the Membership Survey.

Click the hyperlink above to view the full summary of the survey results.

6. Fall Community Meeting – October 9th (10 Minutes)

- a. Data Presentation – Returns to Homelessness**
- b. Breakout Groups**
- c. Updated Member Slate**
- d. Governance Charter Updates**

The committee used the Spring Community Meeting agenda as a template to create the new agenda for the Fall Community Meeting. See the first draft [HERE](#).

- 7. [Annual Workplan](#) (5 Minutes)
- 8. Identify Steering Committee Candidates (5 Minutes)
 - a. [Recruitment Tracking Spreadsheet](#)
 - b. Committee Recruitment Strategies
- 9. Provide Professional Development Training Opportunities (5 Minutes)
 - a. Ideas for Regular De-Escalation Training
 - b. Potential Training Partner Organizations
- 10. Other Business (5 Minutes)