

Chittenden County Homeless Alliance Membership & Outreach Committee Meeting

Wednesday, March 5th, 2025

1:30PM – 2:30PM

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 attendees discussed asking Committee membership to establish alternates in case they are unable to attend.

2. Organize Spring Community Meeting

(15 minutes)

The meeting will be held on May 8th in the Contois Auditorium.

Food will have to be served outside; Bryce Bierman will verify with City Hall employees. Bryce will check in with Travis Poulin to organize food and potential care packages for the meeting. The group discussed wanting to support local businesses when purchasing food for the meetings.

3. *Lived Experience Engagement Working Group*

a. *What is the purpose of this group?*

b. *Local Examples?*

This conversation was tabled until the April meeting.

4. *Develop Clear Orientation Materials About the Alliance* **(10 minutes)**

a. *Review Marketing Flyer*

The Committee discussed creating separate marketing flyers that target different groups (i.e. Potential Alliance Membership, Community At-Large, People with Lived Experience).

The attendees also discussed creating a recruitment database/Google Spreadsheet that would be used to track who has been recruited and their responses. Bryce will reach out to relevant Alliance partners to learn more (perhaps Jane Helmstetter or Kerri Duquette-Hoffman). Bryce will also create a Google Sheet for tracking recruitment.

5. *Support Lived Experience Engagement Working Group* **(5 minutes)**

See item 3 above.

6. *Current Partner Survey* **(5 minutes)**

a. Existing Former Survey?

Bryce will investigate whether there is an existing survey that has been used to question the CCHA membership.

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| <i>7. Identify Steering Committee Candidates</i> | <i>(5 minutes)</i> |
| <i>8. Provide Professional Development Training Opportunities</i> | <i>(5 minutes)</i> |
| <i>9. Outreach to Ensure BIPOC Representation</i> | <i>(5 minutes)</i> |
| <i>10. Other Business</i> | <i>(5 minutes)</i> |