**Community Action Meeting Leader’s Guide:**

Meeting Objectives:

* Report back to community residents and stakeholders on the input received from them. Let them know their voices were heard.
  + Review values, concerns and aspirations
  + Review suggestions for improvements
* Review a Draft Vision Statement and gather comments and reactions
* Review Draft Recommendations and work on prioritizing the recommendations
* Identify resources to assist with implementing priority projects
* Identify/recruit volunteers

Agenda Items:

1. Welcome and Introductions – thank people for attending and taking an active role in their community. State purpose of meeting and introduce any key people in attendance.Your Voice – review a summary of input received from the Community Input Meeting, Survey and Assessment:
   1. What people said they valued
   2. What people said concerned them and how to address those concerns
   3. What people said their aspirations are for the town
   4. What people said they wanted to see improved
2. Your Values & Vision
   1. Review the Draft Vision Statement
   2. Ask for comments and reactions. Try to avoid having people wordsmith the statement. Explain that the Team will revise the statement as needed based on their comments.
   3. Capture comments and reactions on a flip chart.
3. Setting Priorities –
   1. Review of Draft Recommendations - Explain that recommended improvements will be put into an Action Plan to guide work and garner needed support. Available resources and the community’s priorities will help guide implementation of the plan.  
        
      Time during the meeting will be limited, so just review the top recommendations for four focus areas below.

* Bicycle and Pedestrian Improvements
* Park and River Access Improvements
* Visual Appearance and Beautification Projects
* Gateway and Signage Improvements

Prior to the meeting write the recommendations on flip charts. Leave space under each recommendation to make notes. Have the flip charts stationed around the room.

* 1. Voting on Priorities - Give each person three dots and ask them to put their dots on their priority recommendations.

1. Asking for Ideas to Support for Priorities – Explain that implementing the improvements that have been identified, is up to the people of the community. The future of the Town will be based on the decisions that we make and the actions that we take. Many projects can be done with local support and volunteerism.   
     
   Go to the recommendations that received the most dots and ask the following for each, making notes of the responses:
   1. What resources within our community can help with this project/improvement?
   2. Who is interested in helping with this project/improvement?
   3. Have a Volunteer Interest Form available for people to complete at the meeting or take with them.
2. Wrap up – thank everyone for participating and tell them when the Action Plan will be finished. Ask them for their continued participation in implementing the plan. Promote participation in the Action Team, and specific projects of interest to them. Let them know where they can get information to stay current on the work of the Action Team – websites, social media, team meetings, etc.