

MEMORANDUM

DATE: November 30, 2007

TO: Members of the Community Participation Team (CPT)

Tom Fitzpatrick	Shereen Hughes
Glendora James	Charlotte Hubbard Jones
Bob Keith	Rich Krapf
Tony Obadal	Vaughn Poller
Bill Spaller	Susan Sullivan-Tubach

FROM: Tammy Rosario, Senior Planner II

SUBJECT: Community Participation Team Meeting - December 4, 2007

Please find attached the materials for the next Community Participation Team meeting scheduled for **Tuesday, December 4th at 3:00 p.m.** These include the minutes from the November 27th meeting, an agenda for the December 4th meeting, an overview of the Communications Plan, and the messages of the plan.

Carried over from the last meeting will be several housekeeping items:

- updating the contact list with your information as you wish it to be shared with others,
- naming your proxies,
- finalizing your biography information,
- finalizing the schedule, and
- electing a chair.

Advance work: You may send any of the corrections and proxy contact information to us ahead of time via email, or bring a marked copy for us to photocopy for our records.

There was a suggestion that biographies reflect similar information for each CPT member. To that end, we will distribute a chart requesting the following information:

- your length of residence,
- neighborhood,
- current or past professional background, and
- two or three affiliations with organizations or committees that would reflect the diversity of the team.

Advance work: Please think about what information you would like in the biography and be prepared to list this in the chart.

New for this meeting will be presentations on the Public Input Plan and Communications Plan. Last week, Don and I reviewed the overall Comprehensive Plan process and the CPT's role in the process. This week I will go in more detail about regarding our past and current public outreach efforts. The goal will be to make tentative decisions on the first of the public input events. For the

Communications Plan, Leanne has prepared an overview and details on the messages we hope to share throughout the process. This will lead into the selection of the slogan and discussion on the logo.

Advance work: Please review "The Planning Process" section of the 2003 Comprehensive Plan, [Vision for Our Future](http://www.jccgov.com/government/administration/comp-plan.html), which was distributed at last week's meeting. It can also be found on the web at <http://www.jccgov.com/government/administration/comp-plan.html>. Bring your 2008 calendars as we'll be selecting dates for meetings! Also, think about the slogans and let us know if you have any new ideas to share.

We look forward to seeing you on Tuesday! Please remember we'll be meeting at 3:00 rather than at 4:00.

Attachments:

- Meeting Minutes – November 27, 2007
- Meeting Agenda – December 4, 2007
- Overview of Communications Plan
- Communications Plan