

## MEMORANDUM

**DATE:** December 14, 2007

**TO:** Members of the Community Participation Team (CPT)

Tom Fitzpatrick	Shereen Hughes	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 18, 2007

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Please find attached the materials for the next Community Participation Team meeting scheduled for **Tuesday, December 18<sup>th</sup> at 3:00 p.m.** These include the minutes from the December 11<sup>th</sup> meeting and an agenda for the December 18<sup>th</sup> meeting.

This meeting will continue with the theme of refining our citizen outreach effort through both our public input opportunities and our communications plan. We've broadly discussed the variety of forums that we've anticipated making available to the public (Community Conversations, listening stations, web-based input) and the range of media outlets available to us to disseminate our messages. With the goal of increasing the amount (quantity and representation) of citizen participation in this Comprehensive Plan, we want to start thinking about the most effective ways to reach and involve the public.

With this in mind, the agenda items for this meeting will focus on answering the following questions:

1. Who are our "publics" – constituents and stakeholders?
2. Do these or any other groups need special focus?
3. How do we best reach these audiences in terms of promotion?
4. Who are our connections to these audiences?
5. How can our meetings be more inclusive?

Over the course of the coming weeks, we will use the answers to these questions combined with our available resources to prioritize our efforts. Please start thinking about your personal answers to these questions to share with the group on Tuesday. We look forward to seeing you then!

Attachments:

- Meeting Minutes – December 11, 2007
- Meeting Agenda – December 18, 2007