
Community: Manning
Minutes by Trees Forever Field Coordinator: Brad Riphagen
Date and Time: 15 March, 2016, 6:00 pm to 7:30 pm
Meeting Length: 1.5 hours
Location: Timmerman Shelter House, City Park

Planning for TAB Meeting

Number of committee members in attendance: 8

Names of committee members in attendance: Geri Spies (Primary contact), Dawn Rohe, Tammy Eberly, Brad Benton, Jean Behrens, Cory Arp, Marsha Clausen, and Karen Reinke

Others attending: Brad Riphagen (Trees Forever Field Coordinator).

Summary:

I briefly went over what we had done to date and then moved into the evenings discussion of how to plan for the Transportation Assets and Barriers workshop scheduled for April 16. I first went through a general overview of the day, covering how the focus groups were set up, what they were, and logistically how they operated. The committee decided that they would like the order of focus groups to be: Seniors at 9, Parents and Children at 10, Committee at 11, and Active Users at 12:30 with a community presentation at 3. I had given them an example flier that they could use to advertise the event and indicated that I would make the changes and send Geri a copy (done). I also introduced them to the participant recruiting form again indicating that I would make the appropriate changes and send to Geri (done). We then talked more indepth about who and how to recruit the different groups, with the members present taking responsibility for the various groups. All will report back to Geri with their counts and names of those planning to attend. I encouraged them to over recruit and that if minimum numbers weren't reached we would have to postpone. I also provided parental consent forms for the members recruiting children so that if a parent was unable to attend the child still could bring their form and participate.

We wrapped up by 7:30 with a good understanding of what is needed for the TAB workshop. I will contact Geri approximately one week prior to the event to check numbers.