

Iowa's Living Roadways Community Visioning 2016

Community: Monona
Minutes by Trees Forever Field Coordinator: Emily Swihart
Date and Time: January 7, 2015
Meeting Length: 1.25 hours
Location: Monona Chamber of Commerce
Meeting Number and Title: 1; Committee Kick-Off

Number of committee members in attendance: 11

Names of committee members in attendance: --Rogeta Halvorson (primary contact), Micah Decker, Anjela Waterman, Craig Schmidt, Jim Langhus, Dan Canton, Barb Collins, Shirley Seitz, Connie Halvorson, Gary Passmore, Fran Passmore, Emily Swihart (Trees Forever)

Meeting Summary:

The meeting was called to order at 5:00 pm by Emily Swihart of Trees Forever. Swihart welcomed everyone, reviewed the agenda and began introductions. Attendees introduced themselves to the committee and to Swihart.

The committee had a major presence at the kick-off event in Ames and had a preliminary meeting in December to review the process. Those in attendance agreed that they had a comfortable understanding of the Community Visioning process and that the agenda could be adjusted to Plan for the Process while all member were present (a few members needed to leave early for another commitment). Planning for the Process included preliminarily scheduling meetings through the Design Workshop. The schedule is outlined below. The schedule is tentative and will be confirmed.

Monona is not scheduled to participate in a Transportation Survey. The committee expressed interest in having the survey conducted in the community and involving the adjacent community of Luana. Swihart will communicate the inquiry and have an answer to the committee as soon as possible.

Meeting Date (tent.)	Time	Meeting
January 7	5:00 pm	Committee Kick Off
January 28	5:00 pm	Planning for Transportation Assets and Barriers
February 13	TBD	Transportation Assets and Barriers
March 22	5:00 pm	Bioregional Assessment
TBD: March 29, 30, 31, April 5, 6	TBD	Transportation Inventory Community Tour (possible)
April 14	5:00 pm	Review of Inventory
April 28	5:00 pm	Project Goal Setting
May 26	5:00 pm	Plan Design Workshop
June 18	TDB	Design Workshop

Planning for the Process included discussions of how to stay updated in the event a committee member misses a meeting. It was determined that the responsibility to read the

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minutes and ask questions of those present would be on the person not able to attend a meeting.

A communication strategy for notifying the community of the process and opportunities to become involved was discussed. Rogeta Halvorson has contacts with a variety of media outlets and has offered to distribute press release articles to the same group of print outlets to maintain consistency. Micah Decker and Anjela Waterman offered to establish and maintain a Facebook page. Flyers/posters were also discussed as a good strategy for promoting events. The grocery store and the bank's digital sign were specifically mentioned as highly visible areas of the community.

Swihart continued the meeting asking how comfortable everyone was feeling with understanding the process, expectations and their role of committee member. Generally, the committee was comfortable moving ahead. Swihart reviewed the process with a brief presentation and expressed a desire to provide support to the committee as the process progresses. Swihart encouraged each member to note her contact information and get in touch at any time of the process if questions arise.

The meeting was adjourned at 6:20 pm.

Next meeting: January 28, 2016, 5:00 pm at Monona Chamber of Commerce

The committee will make a plan for Transportation Assets and Barriers Mapping event including who and how to recruit community participants, time and location of the event and schedule of committee members attending. Please bring a list of potential participants in the following categories:

Youth

Parents

Active Recreation Enthusiasts

With Mobility Impairments and Senior Citizens

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Community: Monona

Minutes by Trees Forever Field Coordinator: Emily Swihart

Date and Time: January 28, 2016

Meeting Length: 1.75 hours

Location: Monona Library

Meeting Number and Title: 2; Planning TAB

Number of committee members in attendance: 13

Names of committee members in attendance: -- Rogeta Halvorson (primary contact), Micah Decker, Anjela Waterman, Craig Schmidt, Kerrill Schmidt, Jim Langhus, Shirley Seitz, Connie Halvorson, Gary Passmore, Fran Passmore, Pam Malanaphy, Pat Malanaphy, Jason Loper (The Outlook Newspaper), Emily Swihart (Trees Forever)

Meeting Summary:

Prior to calling the meeting to order, Rogeta and other committee members made it known that this meeting of the Monona Community Visioning is the first group to make use of the new Library Meeting Room! What an honor.

The meeting was called to order at 5:00 pm by Emily Swihart of Trees Forever. Swihart welcomed everyone, reviewed the agenda and the Community Visioning process. In an ongoing effort to learn names and insure that everyone knows each other, Swihart asked attendees introduced themselves again.

A few committee members were in attendance that were unable to attend the prior meeting so Swihart briefly reviewed the Community Visioning process, focusing on the upcoming Transportation Assets and Barriers event.

Once everyone felt comfortable proceeding with planning the event, Swihart asked the committee to look at the TAB Identification handout provided with the agenda. Swihart stepped the committee through how to use the page to track who was recruited to participated in the focus groups. The sheet should be completed by the committee member on behalf of the community member. The top portion should be kept by the committee member for record of who will be attending each group, and the completed bottom portion should be given to the recruit as a reminder of their commitment, location and time of the event. Swihart also agreed to email the committee the document so more copies could be printed as needed.

To help the committee better understand each category of recruit and the event, Swihart showed a slide presentation outlining each group and the agenda for the event. The committee asked that the presentation be shared so Swihart will include the document in an email.

Event details were determined. The event will be on February 13, 2016 at the Monona Community Center. Rogeta has confirmed that the hall is available and has reserved the space from 8:00am to 4:00pm. A kitchenette is available for use and the space can be

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divided into three separate rooms as needed. Committee members will bring a variety of homemade bars and cookies and will have coffee, lemonade and water available.

It is essential for community members to arrive at the designated time of their focus group. The follow schedule has been created.

- 8:15am- arrive to set up event space (Rogeta and Kerrill)
- 9:00am- 11:00am – Seniors and Mobility Impaired (Rogeta and Shirley)
- 10:00am - 12:00noon – Parents and Children (Fran and Gary, Kerrill and Craig)
- 11:00am - 1:00pm – Active Recreation Users (Jim)
- 12:00noon - 2:00pm – Steering Committee (everyone)
- 2:00 – 3:00pm – Preliminary Presentation of TAB results

Committee members will be taking turns welcoming participants and listening to the focus groups. Committee members volunteered for time slots and are included in the above schedule in parentheses.

As committee members recruit their participants, it is important to collect a phone number or email address so a reminder contact can be made a few days prior to the event. It is also essential that the committee communicate who from the community has committed to participating and in which user group to Rogeta by Friday, February 5. Rogeta will be in touch with Swihart to confirm enough participants have been recruited to proceed with the event. If we are unable to secure enough participants, we will need to reschedule the event.

Prior to the meeting, Swihart had asked committee members to think of a few community members that they would like to recruit to participate. Planning recruitment took the form of a round robin sharing one name per round of who the committee member will recruit. Once the name and been said, others with that same name on their list were instructed to cross it off and think of another person. Swihart kept a tally of how many potential participants had been identified in each category. Committee members recorded the names of the community members they were responsible for contacting. A least twenty individuals were identified as potential recruits per focus group category with the goal of securing a minimum of ten commitments per group.

Additional recruiting may result from a newspaper article that Jason has agreed to run in next week's newspaper. Swihart will be working with him to develop that article.

The next committee meeting was rescheduled for Tuesday, March 15, 2016 at 5:00pm at the Monona Library.

The meeting was adjourned at 6:45 pm.

Next event:

Transportation Assets and Barriers
Saturday, February 13, 2016, 8:15am- 3:00pm

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Next committee meeting:

March 15, 2016, 5:00 pm at Monona Library