

Sample agenda for your first meeting:

(Name of your neighborhood)

Organizational and Information meeting

Date

Time

Place

Agenda

1. Welcome and introductions
2. Comments from City officials
3. Background on the City's Office of Neighborhood Involvement – Lee Husfeldt
4. Benefits of a neighborhood organization
5. Proposed boundaries of our neighborhood
6. Purpose of a neighborhood organization – let's talk about our purpose
7. Issues and priorities of our neighborhood – now that we have an idea of our purpose, let's generate ideas for our neighborhood priorities
8. Form committees to address the issues and priorities identified
9. Volunteers to serve on an interim board of advisors to draft bylaws
10. General Q&A