



Agenda – Neighborhood Workshop

Tuesday, July 30, 6:00pm – 8:00pm

Forest Park Welter Room, 1155 Sheffield Dr, Valparaiso, IN

Purpose: The City of Valparaiso is trying new strategies to engage and mobilize our neighborhoods. The Workshop provides another opportunity for neighborhood representatives to connect, learn from each other and become more familiar with available neighborhood services. The goal is to increase communication and relationships with neighborhood groups, as well as provide a forum for peer learning and information sharing to enhance the capacity of our local neighborhood groups.

6:00 – 6:05pm	Welcome	Mayor Costas / Bill Oeding
6:05 – 6:10pm	Meeting Expectations (see page 2) <ul style="list-style-type: none">Review meeting expectations to ensure that all guests are comfortable and on the same page for the Workshop.<i>Process – information sharing</i>	Patty Keating, Purdue Extension
6:10 – 6:25pm	Outline and Introductions <ul style="list-style-type: none">The purpose of the meeting is described, and agenda is outlined.Participants share their names, neighborhood and what they hope to gain from the Workshop.<i>Process – information gathering</i>	Maggie Clifton, City of Valparaiso
6:25 – 6:40pm	City Services Available to your Neighborhood – <i>We Want to be a Resource to You!</i> <ul style="list-style-type: none">Review of neighborhood services including updates on the Neighborhood Improvement Grant Program, Neighborhood Toolkit and more.Tips for communicating with city departments.Tips for navigating the city's website.<i>Process – information sharing</i>	Maggie Clifton
6:40 – 7:30pm	Neighborhood Topics Deep Dive <ul style="list-style-type: none">Key topics will be determined and discussed in small groups. Groups will explore positive examples or techniques and report out to all. Additional feedback and ideas will be shared by the larger group.Topics may include communications, fundraising, involving volunteers, improvement projects, youth involvement and more.<i>Process – facilitated discussion</i>	Patty Keating All Participants
7:30 – 7:45pm	Volunteer Engagement <ul style="list-style-type: none">Tips and best practices in volunteer recruitment, engagement and communications will be discussed.<i>Process – information sharing, educational</i>	Jodi Jackson, Valparaiso Family YMCA and Valparaiso Noon Kiwanis
7:45 – 8:00pm	Next Steps and Survey <ul style="list-style-type: none">Participants are invited to share feedback or closing comments by completing the survey and/or sharing with the group.Next steps will be outlined.<i>Process – discussion and information gathering through survey</i>	Maggie Clifton

Neighborhood Workshop Meeting Expectations

1. **Be respectful about sharing the time.** We want to hear from each neighborhood equally because everyone has value to add. Be mindful of when it's the right time to step up and share or sit back and listen. Expect some unfinished business or for some items to sit in the "parking lot" while we focus on the agenda for the Workshop.
2. **Be prepared to share!** We want you to be able to share and learn with your peers throughout the Workshop. Feel free to bring documents, photos or materials from your neighborhood to share as examples.
3. **Let's keep politics out of the Workshop.** We want to make sure that all views and perspectives are respected. Let's keep this event nonpolitical so that everyone feels comfortable. Please do not wear or distribute any campaign or political items at this Workshop.
4. **Have fun!** Managing a neighborhood group and volunteers can be incredibly rewarding and also challenging. Having an ally with similar experiences from another neighborhood could become a great resource to you.

For more information contact:

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