



Community Trust - Volunteer Facilitator and Note Taker Training

February 8, 2021 @ 6:30 – 7:30 p.m. (Online)

Trainer: Chris Thompson, Community Trust Co-Founder and West Central Community Action Agency, Director

Donna Masters, Community Development Manager II, JFCAC

- I. Welcome & Introductions Donna Masters
- II. Community Trust Basics Chris Thompson
 - a. Review of Community Trust Process
 - 1. Community Conversation Meetings
 - 2. Trust Prioritization and Trustee Nomination Meeting
 - 3. Trustee Meetings
 - 4. Next Steps Meetings & Project Selection
 - b. A brief perspective on the how/why of community trust
- III. Community Trust Facilitator Guide Review
 - 1. Review community agreements and principles
 - 2. Review questions to ask (how, why, etc.)
 - 3. Review sharing time
 - 4. Review evaluation/survey and next steps
- IV. Questions?
- V. Facilitator & Note Taker – Logistics Donna Masters
 - a. Community Participation Options: In-person, Online, Call-In
 - b. In-person Location
 - 1. St. Clair School Campus – High School Cafeteria
1015 High School Drive, St. Clair MO 63077
Arrival Time: 4:30
 - c. Facilitator and Notetaker Set-up
 - 1. Separate Meeting Rooms – Each team of a Facilitator and Notetaker will be assigned to their own room.
 - 2. Laptops – Facilitators and Notetakers must have laptops and charging cords.
 - 3. Facilitators - Review Facilitator Guide questions prior to community meeting.
 - 4. Notetakers - Entering and Saving Community Input notes into Chat Box , etc.
 - 5. Break Out Rooms – Meeting Operator will move participants in and out of breakout groups.
 - 6. Timing – Timekeeper will check-in on breakout groups to monitor when everyone is ready to come out of breakout group.
- VI. Questions?
- VII. Closing