



## Community Trust - Volunteer Facilitator and Note Taker Training

January 11, 2021 @ 6:30 – 7:30 p.m. (Online)

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

Jaimie Dimercurio, Community Development Manager, JFCAC

- I. Welcome & Introductions Jaimie Dimercurio
  
- 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. Virtual Facilitator & Note Taker – Logistics Jaimie Dimercurio
  - a. Location
    - 1. St. Clair School Campus – High School Library  
1015 High School Drive, St. Clair MO 63077  
Arrival Time: 4:30
  
  - b. 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