



Community Trust - Volunteer Facilitator and Note Taker Training

April 19, 2022 @ 6:30 – 7:30 p.m. (Virtual, Ring Central)

Trainers: Donna Masters, Community Development Manger II, Jefferson Franklin Community Action
Tasha Skouby, Community Development Manager II, Jefferson Franklin Community Action

- I. Welcome & Introductions Tasha Skouby
- II. Community Trust Basics Donna Masters
 - 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 Tasha Skouby
 - a. Community Participation Options: In-person, Online, Call-In
 - b. In-person Location

New Haven Scenic Regional Library
200 Douglas Street, New Haven MO 63068
Arrive times depend on what meeting you are volunteering for, April 26th
arrive by 5:00 p.m., May 12th arrive by 11:00 a.m.
 - 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