



WCHTF

WALNUT CREEK HOMELESS TASK FORCE

Discussion: November Forum

5/17/23

Topics

- Presentation of proposed timeline for organizing the annual forum
- Introduction of organizing team members roles & responsibilities
- Presentation of different formats for the Annual Forum, such as panel discussions, guest speakers, workshops, or town hall meetings.
Review of the pros and cons of each format, considering factors like engagement, inclusivity, and impact.
- Facilitated discussion to identify key topics and issues related to homelessness that should be addressed during the Annual Forum.
- Summarize next steps

High level timeline

Task	Who	Timeframe
Form team	Team	June 1 – June 15
Assign responsibilities and due dates	Team	June 15 – July 31
Solicit input on topics and speakers	Team	June 1 – July 15
Complete detailed planning (IT prep, room reservations, speaker confirmation, etc.)	Team	August 1 –October 1
Execute communication (local papers, Nutshell, etc.)	Communication team	August 1 – October 1
Complete forum content	Speakers / team	October 1 – October 31
Conduct Forum	All	November date TBD

Introduction of organizing team members roles & responsibilities

- In the next two weeks we will be looking for team members for key roles, for example:
 - Panel Members (Gary, Stephanie, Jamie, Mayor, representative from City internal homeless committee ?)
 - Donna, other?)
 - Speakers / presenters
 - IT (Matt?)
 - Assistance and liaison (Meredith?)
 - Facilitator

Brainstorm initial input from the WCHTF

- Topics to be covered in the Annual Forum?
- Forum format: discussion / pros & cons?
 - Panel discussion?
 - Suggested speakers?
 - Facilitated onsite session with ZOOM participation?
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Providing more feedback and participation

- Please contact Donna and/or Marco if you have more input or would like to participate in the preparation for the event
- Thank you.