

## Neighborhood Planning Program

### Proctor Plan-A-Thon: Event Plan

#### Event Details

Facebook event: <https://www.facebook.com/events/436077908411155>

We are launching the Proctor Neighborhood Plan with a virtual Plan-a-Thon!

#### Proctor Neighborhood Plan Kick Off

September 29, 2022 at 5:30 PM (Pacific Time)

Link: [www.zoom.us/j/87047249686](http://www.zoom.us/j/87047249686)

Or dial to Join: 253-215-8782

Meeting ID – 870 4724 9686

Passcode – 123456

During the kick-off, attendees will have a chance to break into teams and spend 30 minutes coming up with ideas to vision the future of the Proctor Neighborhood and manage its growth, followed by 30 minutes of presenting those ideas to the whole group.

#### Goals

- Inform residents and key stakeholders about the launch of the neighborhood planning program, its timeline, and how they can be involved
- Build trust with residents, develop transparency, and clarify what is and isn't part of the Neighborhood Planning process
- Gather baseline community feedback about key neighborhood issues; discuss neighborhood resources (people, places, organizations) that can help create possible solutions
- Identify interested community members and organizations for participation in the stakeholder committee; promote recruitment form
- Promote participation in the Social Pinpoint interactive map

#### Agenda

Time	Activity	Lead	Technical support (Mary)
5 p.m.	All panelists log in early to Zoom meeting for testing <ul style="list-style-type: none"><li>- Confirm breakout groups with Mary: 7</li><li>- Confirm polls with Mary</li><li>- Test Teams channel</li></ul>	All panelists	Disable chat function ?

	<ul style="list-style-type: none"> <li>- Practice screen sharing for any panelists – Share full screen; Teams channel silencing</li> <li>- CM Hines re: PPT slide</li> <li>- Confirm process for 4 versus 7 groups</li> </ul>		
<b>5:30 p.m.</b>	Admit participants and start meeting	Share screen: Anneka/ Charlotte?	Admit non-presenter participants
<b>5:30 p.m.</b>	<p><b>Welcome and introduction</b> Meeting overview</p> <p>Land acknowledgement – play Puyallup Tribe video</p> <p>Invite CM Hines to offer remarks</p>	Lauren	Mute participants on entry
<b>5:35</b>	<p><b>Councilmember Hines welcome</b></p> <ul style="list-style-type: none"> <li>- Thank you to participants</li> <li>- Purpose and goals of NPP</li> <li>- What NPP will focus on; areas that will be focus of other policy issues</li> </ul>	CM Hines	
<b>5:35 p.m.</b>	<i>[On slide #2] Launch poll #1: How are you connected to the Proctor neighborhood? (Live/work/business owner/recreation/other)</i>	Mary	Launch poll #1
<b>5:40 – 45 p.m.</b>	<p><b>Neighborhood Planning</b></p> <ul style="list-style-type: none"> <li>- Meeting overview</li> <li>- What is the pilot Neighborhood Planning program?</li> <li>- Timeline/process for planning and implementation (include key opportunities for input and how input will be used)</li> <li>- Key focus areas / what we've heard in past outreach in Proctor</li> </ul>	Lauren	Mute participants
<b>5:40 p.m.</b>	<i>[On slide #8] Launch poll #2: What's your favorite thing about Proctor? (Sense of community; Business district/retail; Neighborhood landmarks and historic buildings; Walkable district; Trees and green space; Neighborhood safety; other) – make select all that apply</i>	Mary	
<b>5:45 p.m.</b>	<p><b>Introduction to breakout room activity</b></p> <ul style="list-style-type: none"> <li>- Break into groups</li> <li>- Facilitators will walk you through an activity</li> <li>- Introduce yourself and your connection to Proctor</li> <li>- Identify someone to be your 'reporter' to share information back to the group</li> <li>- How will we be using the information you share</li> </ul>	Anneka	

	<ul style="list-style-type: none"> <li>- What do you love about Proctor? Record this as an <b>asset</b> on the map.</li> <li>- What issues is Proctor facing, or would you like to see addressed? What does Proctor need in order to grow in a way that serves current and new residents? Record this as a <b>challenge</b> on the map.</li> <li>- Are there known neighborhood resources (organizations, institutions, physical places) that could help support what you love or address these challenges? Record this as an <b>opportunity</b> on the map.</li> </ul> <p><b>Send link to social pinpoint:</b>  engagepiercecounty.mysocialpinpoint.com/proctornp</p>		
<b>5:50 p.m.</b>	<b>Launch breakout rooms</b> Total number of facilitators: 7	Mary	Launch breakout rooms
<b>5:50 p.m.</b>	<b>Breakout room activity</b> <ul style="list-style-type: none"> <li>- Identify 'reporter'</li> <li>- Introductions</li> <li>- Activity:</li> </ul>	Facilitators: -Anneka -Charlotte -Wesley -Zoe -CM Hines Rachel Eric	Notetakers:
<b>6:35 p.m.</b>	<b>Report back from reporters</b>	Reporters each report from their group	
<b>6:50 p.m.</b>	Ways to be involved throughout the process: <ul style="list-style-type: none"> <li>- Share feedback via SPP</li> <li>- Draft plan to be shared next spring/summer</li> <li>- Interest form for SG</li> </ul>		
<b>6:50 p.m.</b>	<b>[Slide #18] Poll #3:</b> <i>How would you like to be kept informed of and involved in the Proctor Neighborhood Planning process? – select all that apply (virtual events; in-person events; tabling at Proctor District events and Farmers Market; direct mail; yard signs/flyers; visit my home or business; email/social media updates; other)</i>  <i>Would you like to be added to our email list? Please share your email:</i>	Mary	Launch poll

<b>6:55 p.m.</b>	<b>Thank you and closing</b> <ul style="list-style-type: none"><li>- Next steps for public involvement</li><li>- Reminder to share info via SPP, sign up for SG interest form, and sign up for email list</li></ul>	Lauren / Anneka	
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## Proctor Plan-A-Thon

### Facilitator script

- **Introductions of everyone in group:**
  - Name/connection to Proctor
- **Identify a “reporter” who will share some of the top 2-3 themes discussed back to the full group**
  - *Note: the facilitator will take notes by adding information to the interactive map; the reporter is also invited to take notes for their reporting back to the full group.*
- **Assets, Challenges, and Opportunities**
  - *Record feedback on the interactive map:*  
<https://engagepiercecounty.mysocialpinpoint.com/proctornp/map#/>
  - What do you love about Proctor? Record this as an **asset** on the map.
  - What does Proctor need in order to grow in a way that serves current and new residents? What issues is Proctor facing, or would you like to see addressed? Record this as a **challenge** on the map.
  - Are there known neighborhood resources (organizations, institutions, physical places) that could help support what you love or address these challenges? Record this as an **opportunity** on the map.
- **Reporting back**
  - What are the top 2-3 things that your group discussed that you want to share with the larger group?
- **Other questions to discuss if you have extra time:**
  - What is your “vision” for a future Proctor that is vibrant, diverse, and sustainable?
  - If you could just change one thing, what would it be?

- What do you think is the best way to reach people in the neighborhood?
- Are there specific groups in the neighborhood we should be talking to?