

# Conducting a Productive Neighborhood Meeting

Ray Yocopis  
Community Education and  
Volunteer Program Manager



Ashley Henderson  
Volunteer Coordinator



# Announce the Meeting

At least one month in advance

- Don't rely on word of mouth
- Allow for an online option
- Newsletter / email
- Social media





# Online Option

- Zoom (<https://zoom.us>)
- Google Meet (<https://meet.google.com>)
- Facebook Live (<https://www.facebook.com>)
- Discord (<https://discord.com>)

# Prepare Your Core Group

- Give leaders information regarding key topics at least one week before the meeting
- Create a document that contains all relevant information
- Make sure all leaders have time to review

# Be Consistent

- Hold your meetings at the same time and place
- Find out what works best for your community
- Avoid moving meetings around



# Create an Agenda

- A good agenda is the core of an organized meeting
- Allot time periods for each major topic to be discussed
- Secure and confirm guest speakers
- Set specific goals
- Post the agenda



# Prepare for the Unexpected

- Contact leadership and discuss potential problems
  - Discuss possible solutions and resolutions
  - Preparation helps keep you on track
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# Running the Meeting

- Start on time
- Follow your agenda
- Establish a time keeper
- Establish a Parking Lot

# Ending the Meeting

- End with a plan of action
- End on a positive note





# Thank you

Ray Yocopis  
Community Education  
and Volunteer Program Manager  
[Ray.yocopis@phoenix.gov](mailto:Ray.yocopis@phoenix.gov)