

**Bay Creek Neighborhood Association Meeting notes**  
**June 29, 2017**

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**Overview of Meeting Process:**

After introducing themselves to each other the participants clarified the purpose of the meeting, which was to discuss how BCNA meetings and interpersonal interactions could be improved. The meeting lasted two hours and was facilitated by City of Madison staff.

Participants were asked to generate individual thoughts on what they would like to see more of, less of and what they would like to continue as is in the workings of the BCNA. Small groups of participants reviewed individual comments and categorized themes in each of those areas. Then, a large group discussion was held to discuss themes and generate actions to address the themes.

**Themes and Possible Actions:**

Below is a synopsis of the themes and actions proposed that will be distributed to the entire BCNA membership and discussed at the next neighborhood meeting on July 10, 2017.

<b>THEMES</b>	<b>POSSIBLE ACTIONS</b>	<b>WHO</b>
<p>More structure is needed at BCNA meetings</p>	<p><b>Clear agendas</b> should be developed and followed at all meetings</p> <p><b>Develop ground rules</b> for behavior and participation in meetings that <b>increase civility</b> of meetings</p> <p><b>Clarify mission</b> of association to all BCNA members</p> <p>Develop sub-committee structure around specific issues that <b>create</b></p>	<p>BCNA Leadership team</p> <p>Meeting participants</p> <p>BCNA membership</p>

	<p><b>recommendations for review by leadership team and BCNA as a whole.</b></p> <p><b>Assess moving meeting time</b> so it does not conflict with City meetings (like Plan Commission)</p> <p>Improve facilitator <b>training</b></p> <p>Have <b>Timekeeper</b> for meetings</p>	
Need for facilitator training	<p><b>Facilitator training</b> by City staff or by people in neighborhood with expertise.</p> <p>Allow for more diversity of opinion, increase meeting participation and better meeting planning and timekeeping.</p>	<p>City staff</p> <p>Leadership Team</p>
Better interaction with elected officials in City and County	<p>BCNA should provide elected officials (and City) <b>written recommendations</b> on issues that encompass the full range of insights and opinions of BCNA members.</p>	<p>Leadership Team and BCNA members</p>
Communication	<p>Develop <b>multi-tiered methods</b> of reaching all members of BCNA</p>	<p>Create <b>Communication sub-committee</b> to explore ways to</p>

	<p><b>Update process</b> for adding information to BCNA website</p> <p><b>Assess and create Phone Tree</b> to reach members on important issues</p> <p><b>Strengthen Block Captain network</b> to help with reaching all members.</p> <p>Assess ways to <b>increase BCNA membership participation</b> in meetings</p>	<p>improve outreach to BCNA members.</p>
<p>Continue internal and external education and engagement processes</p>	<p>Hold <b>information sessions on City processes</b></p> <p>Have <b>Development project presentations</b> to membership</p> <p><b>Continue and enhance social event offerings</b> like ice cream social, neighborhood garage sale.</p>	<p>Leadership team</p> <p>Planning and economic development sub-committee</p> <p>Membership</p>
<p>New member outreach</p>	<p><b>Strengthen welcome</b> to the neighborhood Process</p> <p>Create <b>checklist of BCNA and City</b></p>	<p>Leadership Team</p> <p>Block captains and/or BCNA members</p>

	<b>services</b>	
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In general, meeting participants expressed positive feelings about the BCNA and the good work of dedicated neighbors over the years. The rotating facilitation of the bi-monthly meetings was seen as positive and essential to the transparency and democratic process outlined in the by-laws of the organization. Continued outreach to new and existing neighbors on the work of the BCNA was seen as important to ensuring that the voice of the neighborhood would continue to be heard in City Hall.

Active discussion, participation in meetings, leadership committee and sub-committee work, and a focus on presenting the insights and recommendations of the neighborhood to the City and County, were seen as vital to the effectiveness of BCNA overall.