



**Affordable Housing Trust Fund
Board of Trustees
Action Plan Working Group**

Date: July 27, 2022
Time: 7:00 PM – 8:00 PM
Location: Conducted via remote participation

Attendees: Calpurnya Roberts, Neal Mongold, Jaclyn Pacejo, Kelly Lynema, Marisa Lau
Guests: Frank Tadley, Rebecca Gruber

Meeting Summary

1. Preparation of facilitators and notetakers for listening sessions

After a round of introductions, Calpurnya presented on how to facilitate a small group listening session and answered questions. The object of the sessions is to have attendees talk about their experiences with affordable housing in Arlington, and facilitators' (including notetakers') role is to listen and keep the session on track by following the guide now available in the Trust's shared folder. She also pointed out that a large amount of data was collected through the survey, and that these sessions may yield relatively little new information. It is especially important during this phase of engagement to capture information from the sessions that seems new or different. Various interview styles and strategies for facilitation (using icebreakers, building a group rapport, etc.) were discussed, along with logistics regarding meeting set up and directing people to the Community Room from the library lobby. Details about refreshments and/or gift cards for attendees will be shared by email prior to the sessions, which start this weekend.

In response to questions and comments from participants, Calpurnya and Kelly will update the listening session guide to reflect a definition for affordable housing to share with attendees and indicate which questions to prioritize if time is limited. A recording of this training will be made available to facilitators tomorrow.

Meeting adjourned at approximately 8:25 pm.