

# OUTDOOR TOWNS

## April 2021 Activity Report for Forest City Outdoor Towns Program

- Developed and reviewed Action Team meeting agenda with Erin Debish
- Developed PowerPoint for Outdoor Towns Action Team meeting
- Revised Community Input Survey based on Action Team comments
- Facilitated Action Team meeting (April 8, 2021 on Zoom)
- Generated Press Release for distribution about the Community Input Workshop
- Posted additional documents on shared Google drive.
- Provided recap notes of Action Team meeting to team leader, Erin Debish for her review and then posted them to Google Drive.
- Debrief phone call with Erin Debish pre- and post-Action Team meeting
- Coordinated logistics with Action Team members
- Developed Agenda for Community Meeting
- Printed 100 copies of survey and 25 Agendas
- Developed speaking points for speakers at the Community Input Workshop
- Developed Power Point presentation for Community Input Workshop (not used because of high winds)
- Finalized plans for Community Input Workshop