

October 2012 Board Report

We're focused on three primary functions:

1. Creating a project summary, which accurately describes the organization and the proposed project. The project summary will be accompany each the processing of each survey, whether it's in person, by phone (thus emailed in advance), or online (via email and, possibly via the Ridge House website).
2. Creating the online survey instrument. The online survey will be completed for each interviewee. The information collected by individuals interviewed in person or by phone will be recorded by Pete. All others will complete the online survey themselves.
3. Finalizing the survey interviewee list. Key elements include the list of names provided by the board, names provided by staff, list of past and desired, and the organization's mailing list (most recently updated in November 2007). These lists will be mined and segmented into three groups: 1) individuals interviewed in person, 2) individuals interviewed by phone, and 3) individuals invited to complete the survey online.

Brief survey timeline:

- ✓ Print project summary
- ✓ Schedule meetings with board and staff
- ✓ Mail and email meeting invitations to the pre-selected individuals

Notice about Saturday's event

We are inserting into the agenda a 10-minute exercise. Facilitated by Steve, the attendees will listen to a five-minute description of the proposed project. They will then be asked to complete a four question survey card, which will be placed at each table setting. We will collect the cards at the conclusion of the event. We will then review the responses, record them appropriately, and select those with whom we'll contact for further discussions.

The purpose of the exercise is to present the project in a public venue, present the case so that board and staff members will better understand the project and need for community involvement, and to test the proposed project with a captive audience.

Project resources

The survey, project summary, and other items are located online at www.npcatalyst.com/ridge. Board members are invited to visit the page for more information and to view the most recent materials. You're welcome to complete the survey, although it's preferred that we meet in person.
