



Town of Reading Meeting Posting with Agenda

**Town of Reading
CHNA/CHIP Planning Team Meeting
July 12, 2023, from 12:00-12:30 PM**

Zoom

Meeting Agenda

Meeting Focus:

- a. *Discussion about community survey – questions, distribution plan, incentives*
- b. *Planning progress update*

Progress Update – Engagement Phase for CHNA

- COMPLETED: Finalize interview list
- COMPLETED: Create email draft for introduction and scheduling purposes – Pear will draft
- COMPLETED: Identify the best rep from Reading Planning Team to send email introductions for scheduling (Pear will handle scheduling) - Ade will assist
- COMPLETED: Draft interview guide – 30-minute, virtual interviews, confidential format, goal is to identify themes, we can quote a participant with permission – Pear will draft guide and share with Planning Team for feedback via email
- COMPLETED: Conducted 10 key leader interviews from May 22nd – June 7th
- In Progress: Focus group scheduling and logistics – June 26th – July 21st
- In Progress: Draft focus group question guide
- Upcoming: Draft community survey
- Upcoming: Create distribution plan for community survey

**Identify dates/times for the Retreat (review data and identify priority needs) – August/Early September*