

Vietnamese American Community Center Project
Task Force Meeting
Wednesday, August 26, 2009: 6:30 – 8:30 PM
George Shirakawa Center
2072 Lucretia Ave, San Jose, CA 95122

Agenda

- I. Review Agenda** **6:30-6:35**
- II. Task Force & Table Host Roles** **6:35 – 6:55**
Combined with Section V of this Agenda
- III. VE, OIS, & PC Team Updates & Action Planning** **6:55 – 7:20**
REPORTS:
400 Personal Invitations have been mailed. Email follow-ups are scheduled. 350 flyers were printed; City staff will distribute to all City facilities. 150 posters have been printed. These were distributed to task Force members during the meeting for posting in businesses.
- PSA's and press releases were sent to Vietnamese, Spanish, and English media – print, TV, internet, and radio. The Communications team is working on getting interviews. All Task Force members with connections to media are asked to ask for interviews and give Jennifer Hanlon & Mylinh Pham the contact information.
- The Site for the event has been secured - Yerba Buena High School Gymnasium. Food, chairs, tables, sound system, and meeting materials have been arranged. Signs are being secured by City. Presenters for each section have been selected from the task Force.
- IV. Vision Event Preparation and Task List** **7:20 – 7:55**
Theater Seating & World Café will be arranged by language areas [Vietnamese (green), Spanish (white), English (Yellow)]. Registration will be by language area; each person will get a colored dot on their name tag indicating which area to sit in. Registration will be done by the Outreach Team, with Jennifer Luc as lead.
- The community event is in 4 parts: Introduction; World Café; Testing Preferences & Priorities; Summary & Next Steps. Task Force member will introduce each section. We will use PowerPoint Slides, Handouts, and a Fact Sheet on the project. They will be in English, Vietnamese and Spanish.
- Task Force members will do a last recruitment of Table Hosts. The final training will be at the Shirakawa Center from 7-8PM on Friday, September 11.
- Task Force members signed up for the Set-up Team. We expect everyone to arrive at Yerba Buena no later than 7:00 a.m. on 9/12.

V. World Café preparation

7:55-8:15

The Task Force took time to prepare themselves mentally & attitudinally for the event. They reviewed potential obstacles and ways to overcome them. This was followed by a session on conflict recognition and resolution

VI. Review Next Steps and Schedule

8:15 – 8:30

- Vision Event Walk through – 9/11/09, 6-8 PM @ Shirakawa Center
- Table Host Training – 9/11/09, 7-8 PM @ Shirakawa Center
- Vision Event – 9/12/09, 8AM-12:30PM, Yerba Buena High School
Task Force members arrive to set up by 7AM
City Staff and consultants arrive to set up by 6AM
- Task Force Meeting – 9/23/09, 6:30-8:30 PM, Shirakawa Center