

DIGITAL **E-CYCLE** EVENT



CITY OF
TOPEKA



April 16th

8am - noon

Stormont Vail Events Center
1 Expocentre Dr.
Parking Lot #1



DEVICES ACCEPTED:

- Laptops
- Desktops
- Tablets
- Monitors

FREE EVENT

After collection, PC's for People will reset and repair devices that will then be provided to individuals in need of digital devices in our community.

For more information, contact
Monique Glaudé at 785-368-4470 or
mglaudef@topeka.org



**CITY OF
TOPEKA**

**TSC Get
Digital**

CONNECT OUR NEIGHBORS

Are you over the age of 60?

If so, you may qualify for a FREE desktop computer!

Who is Eligible?

If you are 60 or older and reside in the City of Topeka city limits and receive SNAP, Medicaid, SSI, Federal Public Housing Assistance, Veterans Pension Benefit Program or have a household income that is less than 200% of federal poverty guidelines (see table to the right) per year, contact us 785-368-3098 to see if you qualify for a FREE desktop computer.

Qualifying Income-Based Assistance Programs

Documents must be dated within the last year and/or show current coverage at the date of submission.

- Adult and Child Mental Health Case Management
- Employment Services (Only if income-based in your state)
- Extended Foster Care
- Food Support (A dated letter showing current eligibility is required)
- Financial Assistance, such as GA, TANF, etc. (A Dated letter showing current eligibility is required)
- Head Start (LIHEAP)
- Medicaid or Medical Assistance (Bring a document that says "MA" or "Medical Assistance" on it)
- The National School Lunch Program's Free or Reduced Lunch Program
- Section 8, Federal Public Housing Assistance, or Group Residential Housing (GRH)
- Social Security Disability (SSD)
- Supplemental Security Income (SSI)
- Federal Pell Grant

Qualifying Income Documentation

For households that qualify under the Net Income Test (200% Federal Poverty Level FPL) the following documentation will be acceptable as part of the application process. Annual benefits must meet the FPL guidelines (see table to the right):

- The prior year's state, federal or tribal tax return (W-2's forms, or pay stubs are not acceptable)
- A Social Security statement of benefits
- A Veterans Administration statement of benefits (VA cards alone are not accepted)
- A retirement/pension statement of benefits
- An Unemployment/Workman's Compensation statement of benefits
- Federal or tribal notice letter of participation in General Assistance

Eligibility

TSC – Get Digital (City of Topeka) requires photo identification and income documentation for program qualification. Acceptable documents for income documentation fall into 2 categories: 1) proof of current enrollment in an income-based government assistance program OR 2) documentation from a government source of current income under 200% of the federal poverty level (relative to household size). Please note we do not check citizenship or immigration status.

Acceptable Forms of Photo Identification

- Driver's License or state ID card for non-drivers
- Passport
- Formal ID card (such as Veterans or student)
- Company or work-issued identification

Household Income Guidelines

1 - \$25,760 • 2 - \$34,840 • 3 - \$43,920 • 4 - \$53,300
5 - \$62,080 • 6 - \$71,160 • 7 - \$78,240 • 8 - \$89,320
Each additional person add \$9,080

The Following Documents WILL NOT Be Accepted

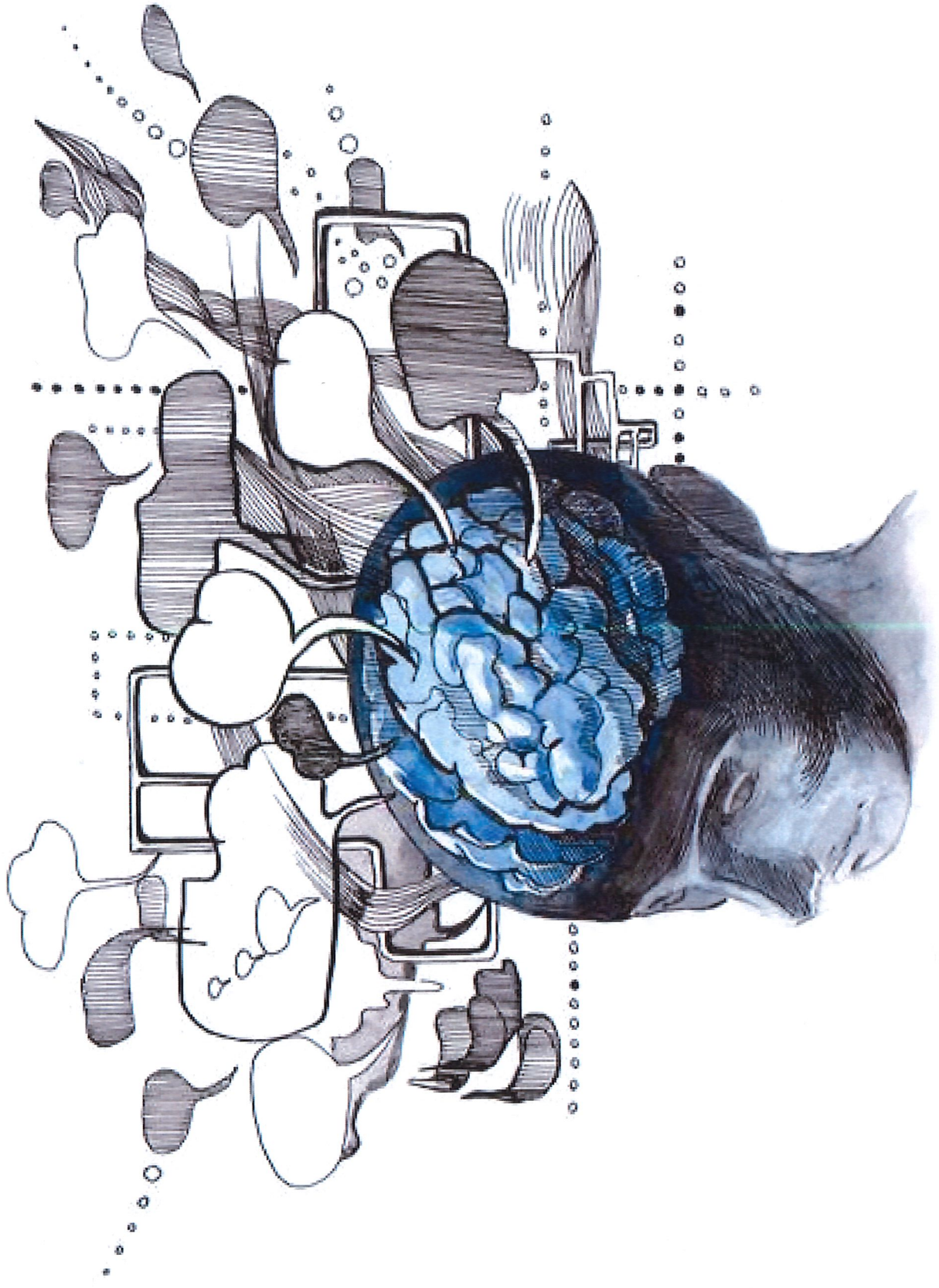
- Hand-written documents
- Tax returns where the applicant is claimed as a dependent
- Medicare
- W-2 forms or paystubs
- Bank statements with deposit records
- EBT app screenshots
- Notices to reapply for a benefit

***Any proof of eligibility is subject to approval by the City of Topeka. Additional documents may be required to unquestionably prove income or enrollment in a government assistance program.**

**Qualified applicants ONLY
please call 785-368-3098.**

Please note that we will not accept phone calls from non-applicants. Individuals receiving equipment must be present to apply.

Strategies for Creative Problem-Solving

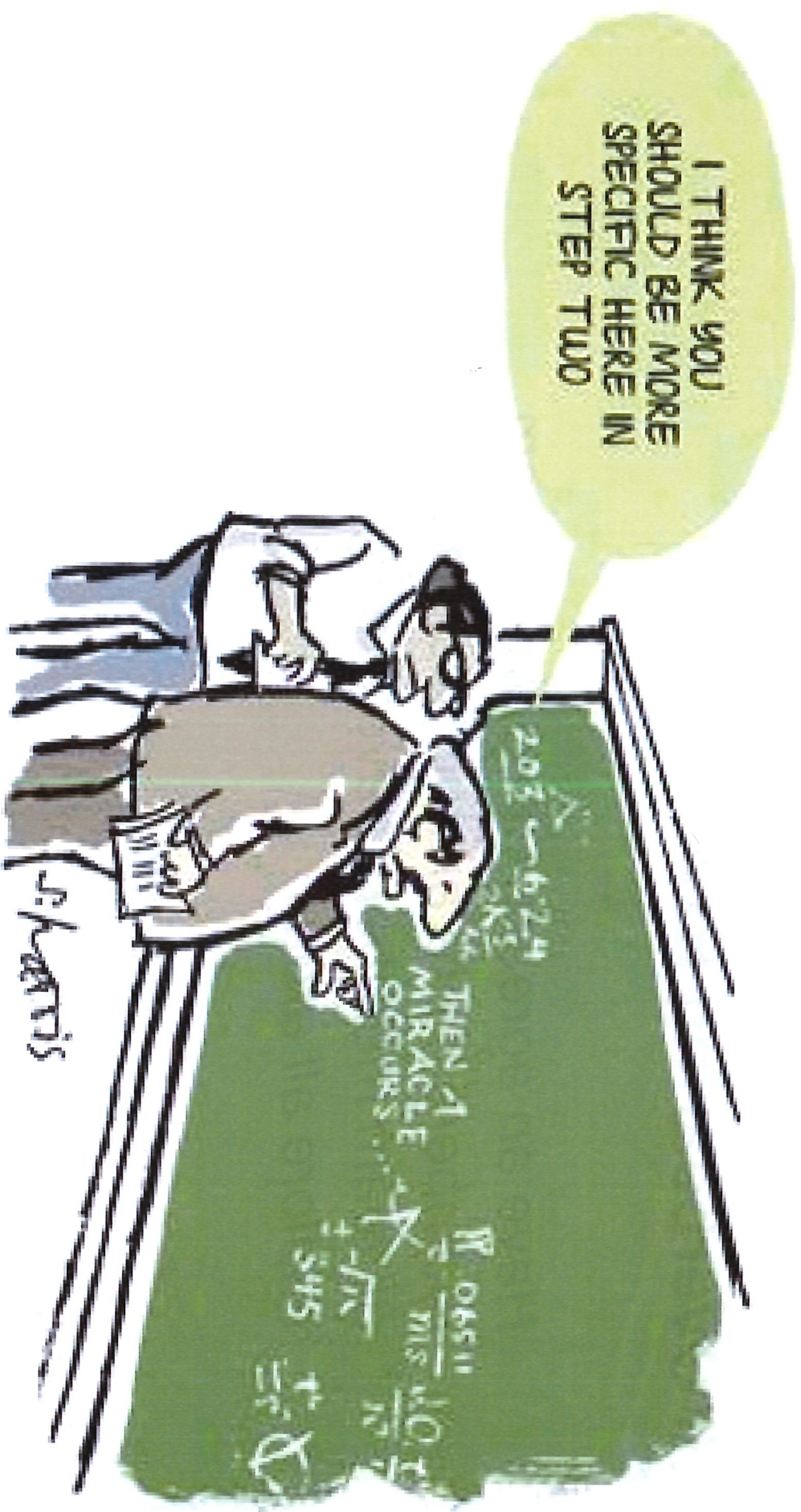


Strategies for Creative Problem-Solving

10 Overbearing Experts

Have an agreement between team members there are no sacred cows and all team members have the right to explore all areas.

Strategies for Creative Problem-Solving



Strategies for Creative Problem-Solving

9 Unquestioned Acceptance of Opinion

Ask for supporting data and reason.

Accept and encourage conflicting ideas.

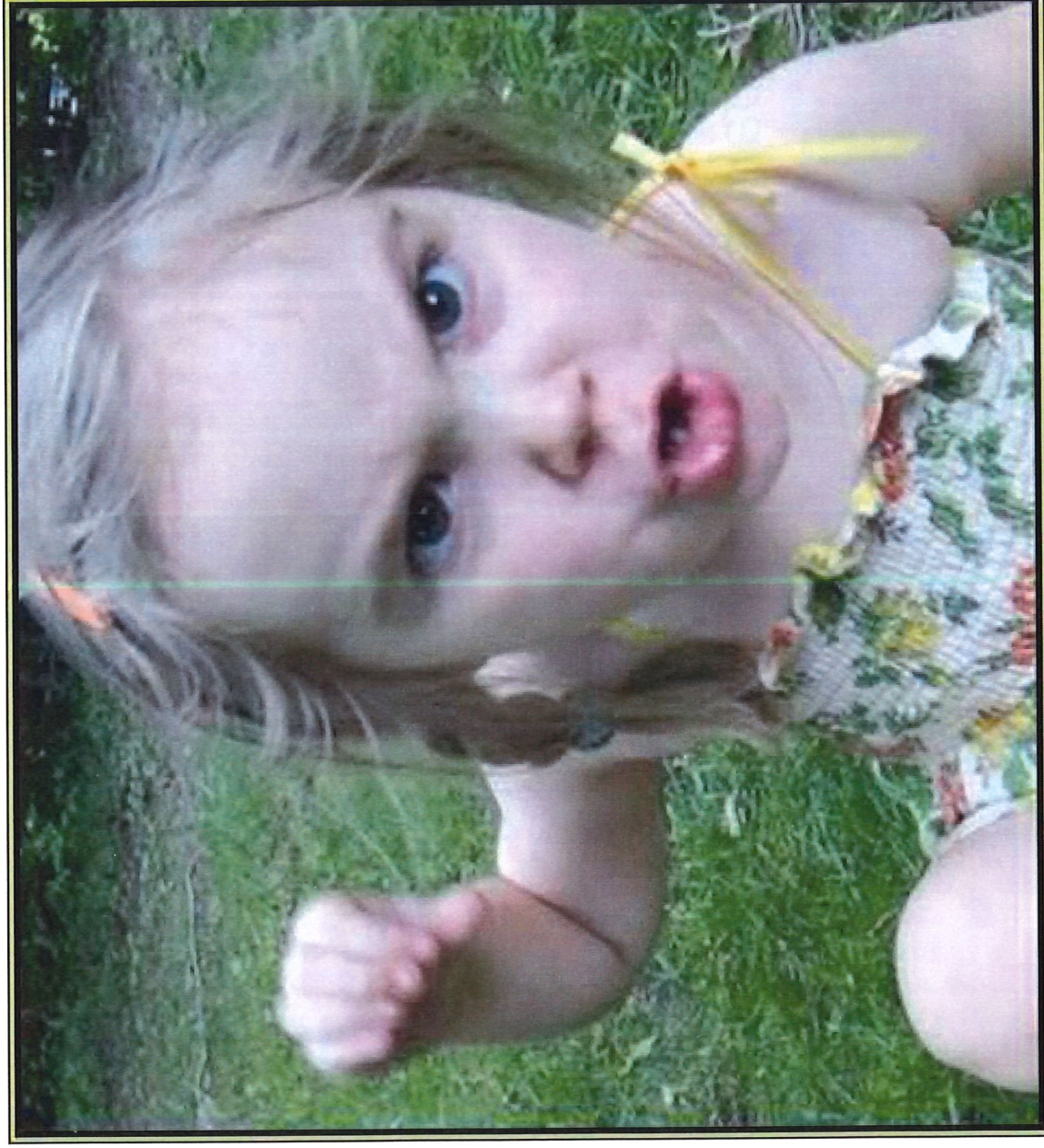
Strategies for Creative Problem-Solving

8 Feuding **participants**

Focus on ideas, not personalities.

*Get the adversaries to discuss the issues off-line **OR** get them to agree to a standard of behavior during meetings.*

Strategies for Creative Problem-Solving



FRUSTRATION

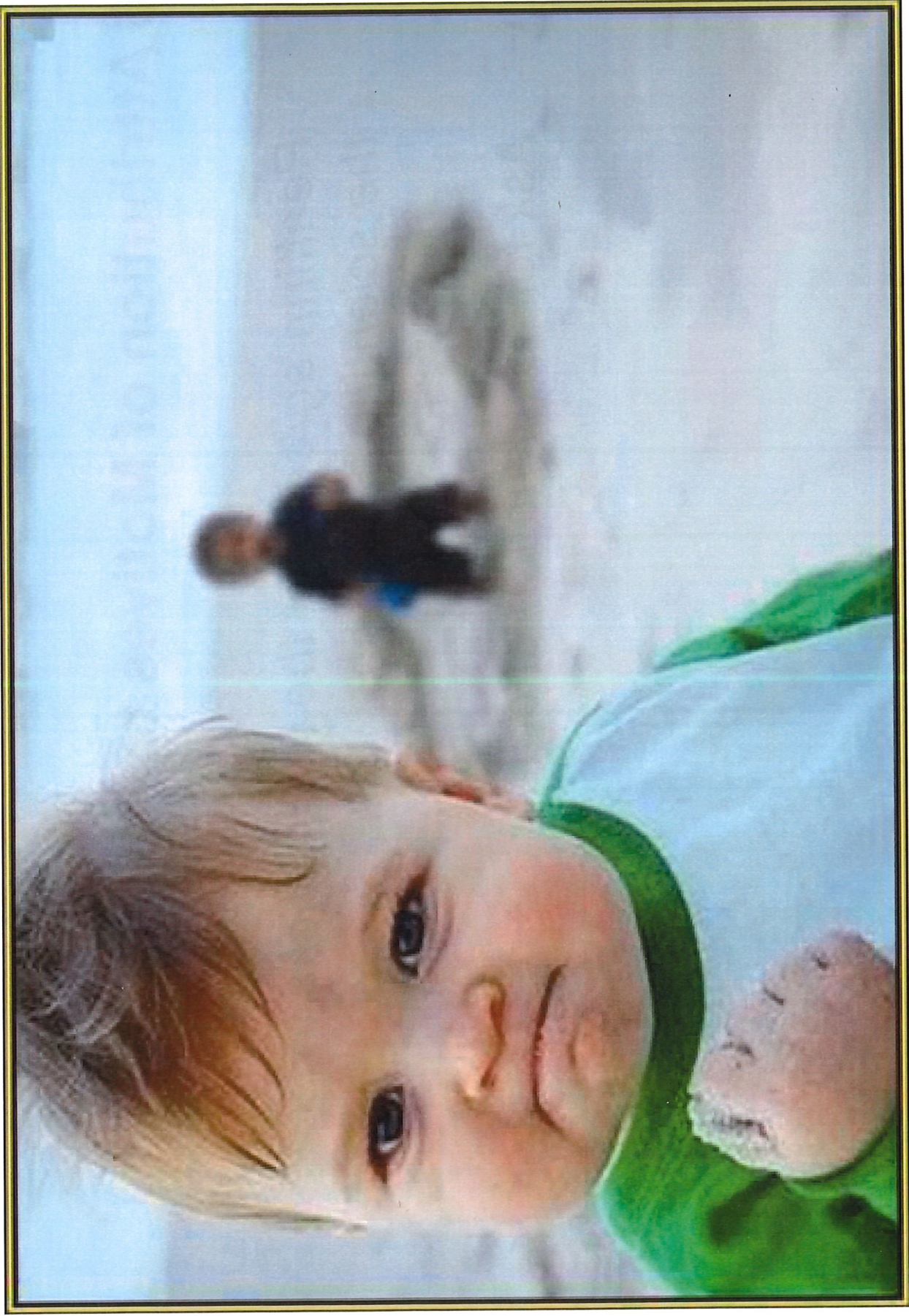
Strategies for Creative Problem-Solving

7 Dominating *participants*

List **balance-of-participation** as a goal and evaluate regularly.

Practice **gate-keeping** to limit dominant participant.

Strategies for Creative Problem-Solving



Strategies for Creative Problem-Solving

6 Attribution of Motives to **participants**

Reaffirm agreement the team sticks to the scientific approach.

Ask for confirmation of data.

Strategies for Creative Problem-Solving

5 Discounting / Ignoring **participants**

Provide training in effective listening.

Support the discounted person.

Talk off-line with anyone who continually discounts other team members.

Strategies for Creative Problem-Solving

4 Reluctant **participants**

Ask opinions of quiet members and encourage by validation.

Require Individual assignments and reports.

Strategies for Creative Problem-Solving

3 Wanderlust: digression and tangents

Follow an **AGENDA** with **TIME** estimates.

Keep the topics in full-view of the participants and direct the conversation back to the topic.

Strategies for Creative Problem-Solving

2 Rush to Accomplishment

*Confront those doing the rushing and remind them **not** to compromise the best solution.*

Make sure a consensus is reached.

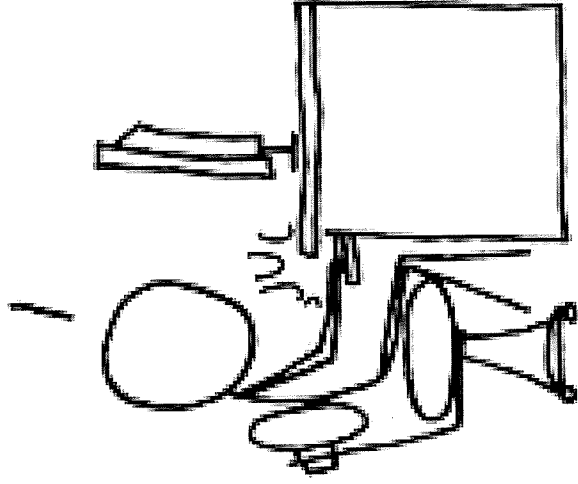
Strategies for Creative Problem-Solving

ARE YOU COMING TO BED?

I CAN'T. THIS
IS IMPORTANT.

WHAT?

SOMEONE IS WRONG
ON THE INTERNET.



Strategies for Creative Problem-Solving

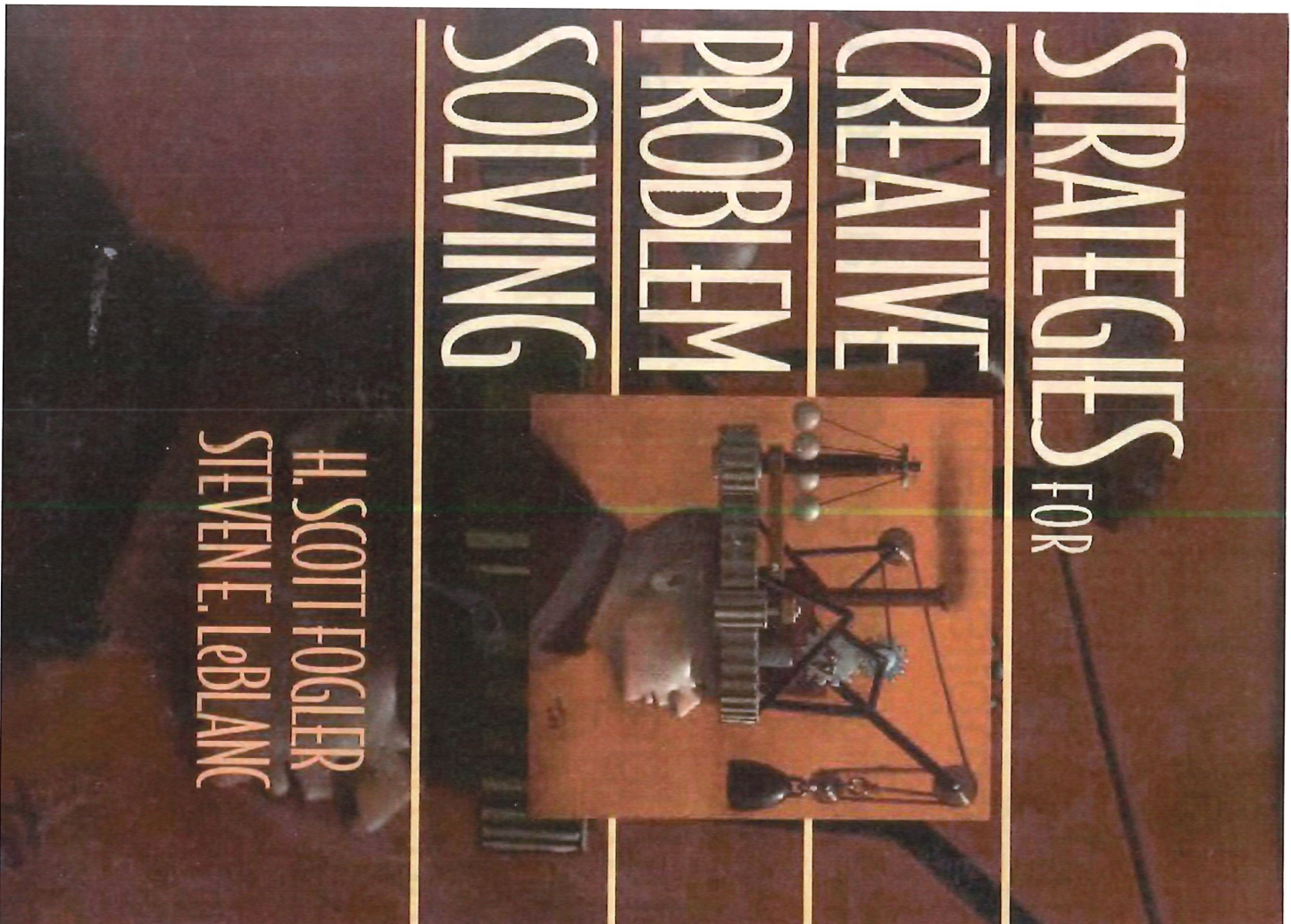
1 Floundering

*Make sure the **mission** is clear and everyone understands what is needed to move forward.*

Strategies for Creative Problem-Solving

- 1 Floundering
- 2 Rush to Accomplishment
- 3 Wanderlust: digression and tangents
- 4 Reluctant *participants*
- 5 Discounting/Ignoring *participants* statements
- 6 Attribution of Motives to *participants*
- 7 Dominating *participants*
- 8 Feuding *participants*
- 9 Unquestioned Acceptance of **Opinion**
- 10 **Overbearing Experts**

Problem



How to
Minimize

00:36:00 Michael Bell: That was bound to happen. Not aware of any yet in T-Town. Let's talk more about that after the meeting. :-)

00:36:19 Michael Bell: Mike Bell, City at Large, present.

00:36:25 Shamecha Simms: Shamecha Simms - Historic Old Town NIA

00:44:43 Citizen Advisory Council: Thanks for adding your name and NIA in the chat. If you have not done so, please do. Thanks!

00:46:54 Michael Bell: Snow removal: yes.

00:47:51 Citizen Advisory Council: snow removal?

00:51:57 Shamecha Simms: Good idea

01:28:37 Shamecha Simms: Can we get the "...for dummies" version?

01:32:03 Michael Bell: I would suggest a better balance between presentations and CAC members interacting.

01:52:07 Michael Bell: Can't hear LaToya.

01:54:26 Jefferson Square Alicia Barber: my video went in and out

01:54:43 Jefferson Square Alicia Barber: couldn't hear either

The CTGO has partnered with Washburn University's Karl Klein, who is the Washburn Small Business Development Center Regional Director, to work with him and his students on a business plan. The CTGO also currently is working to identify a grant writing entity.

6) Appeals to Elected and Appointed Officials

Once a group's ducks are in a row and quacking and a group has put together compelling reasons why a new grocery store is needed, then it is the time to approach elected and appointed officials for their support. The line of quacking ducks will more easily bring them on board. Quacking ducks can be loud!

Regarding the CTGO, on March 28, 2022, Topoka Mayor Mike Padilla and City Manager William Cochran both indicated their support for addressing the city's food deserts and its food/nutrition challenges. The CTGO next will approach city council members.



Mike Padilla
Mayor

Karen Hiller
City Council District 1

Christina Valdivia-Alcala
City Council District 2

Sylvia Ortiz
City Council District 3

Tony Emerson
City Council District 4



Brett Kell
City Council District 5

Hannah Naege
City Council District 6

Neil Dobler
City Council District 7

Spencer Duncan
City Council District 8

Michael Lesser
City Council District 9

The CTGO will continue to encourage other Topeka individuals and entities to be involved in the issues of food deserts and food/nutrition insecurity in other areas of Topeka because 60 percent of Topeka is a food desert.

KHF supports those groups addressing food deserts and food/nutrition insecurity. The CTGO hired a consultant with KHF funds, and Dakota Worldwide is well regarded in its field. The CTGO also consulted with the Small Business Administration of Washburn, Kansas State University and the Greater Topeka Partnership (GTP) to look at the economics of a Central Topeka grocery store.

The GTP, which serves as an umbrella agency for various local efforts that support economic development and quality of life in Topeka and Shawnee County, is serving as the fiscal sponsor of the KHF grant.

4) Identifying a Specific Store Location, Additional Outreach Efforts

The completed market study will include suggested locations, as will the advance work done by volunteers. The locations can include vacant buildings that can be converted to grocery stores or vacant ground on which a new store can be constructed. Property owners will then have to be contacted to set up tours and outline what it would take to acquire the spaces.

After looking at vacant buildings and land throughout Central Topeka, the CTGO set up a lease arrangement with the GraceMed Capital Clinic, 1400 SW Huntton, for one acre of vacant land it owns at 1200 SW Washburn. The lease arrangement will enable the construction of a new 10,000-14,000 square foot grocery store at that location. The new grocery store will be about the size of a Walgreen's store. At this point the CTGO met with the City of Topeka Department of Planning and Development to evaluate the site and to make it work for a new grocery store.



Regarding additional outreach efforts, the CTGO was able to identify public funds to make copies of and mail a survey to 4,000 Central Topekans asking them what kind of store they wanted (it received more than 400 responses, about double the response rate for typical direct mail responses). The CTGO also identified a Washburn intern to help with additional survey work and outreach.

5) Capital Campaign

The CTGO board agreed that fundraising efforts would be primarily directed to grant/foundation awards and public funding streams (not loans) so the new grocery store would have few or no debts moving forward.

The Topeka Community Foundation (TCF) and the Sunflower Foundation (SF) have both recently awarded money to the CTGO to help in its efforts after the Dillon's store that formerly served Central Topeka closed in February 2016. That closure made Central Topeka a food desert with food insecurity issues and led to the formation of the CTGO.

The TCF grant is for \$95,000 and will enable the CTGO to fund attorney's fees as related to the lease from GraceMed for the land to construct the new grocery store at 1200 SW Washburn, salaries and related benefits for a project manager/grant writer, and fees related to engaging a grocery consultant.

The SF grant is a discretionary grant for \$10,000 and will enable the CTGO to fund a broad scope of work including grant writing assistance, primary research and other needs as they emerge.



Food Deserts and Food/Nutrition Insecurity

As a member of the Central Topoka Grocery Oasis (CTGO), a citizen-driven effort formed in March 2018, Bell has seen first-hand what is involved in addressing the lack of a full-service grocery store in the low- to moderate-income area of Central Topoka.

In February 2016, with 2-week's notice, Dillons (a subsidiary of Kroger) closed its Central Topoka location at 1400 SW Huntoon and Lane Sts.). What is below is a timeline of events the CTGO has pursued in its efforts to replace Dillons with a new, full-service grocery store. Of course, other groups may pursue their goals of addressing food desert and food/nutrition insecurity issues with different timelines.

1) Organizing and Outreach

During the CTGO's first 1.5 years it met with and engaged area residents, City of Topoka policy and decision makers, the Shawnee County Health Department, local and state nonprofits, and other individuals and entities to achieve its mission. It gathered data identifying the needs of the people living in Central Topoka's food desert and the nutrition concerns present because of the inability to access healthy food, particularly for children. The organizing and outreach component is an ongoing thing as the CTGO continues to learn information about how to best serve the nearly 13,000 Central Topokans who will make up the new store's primary clientele.

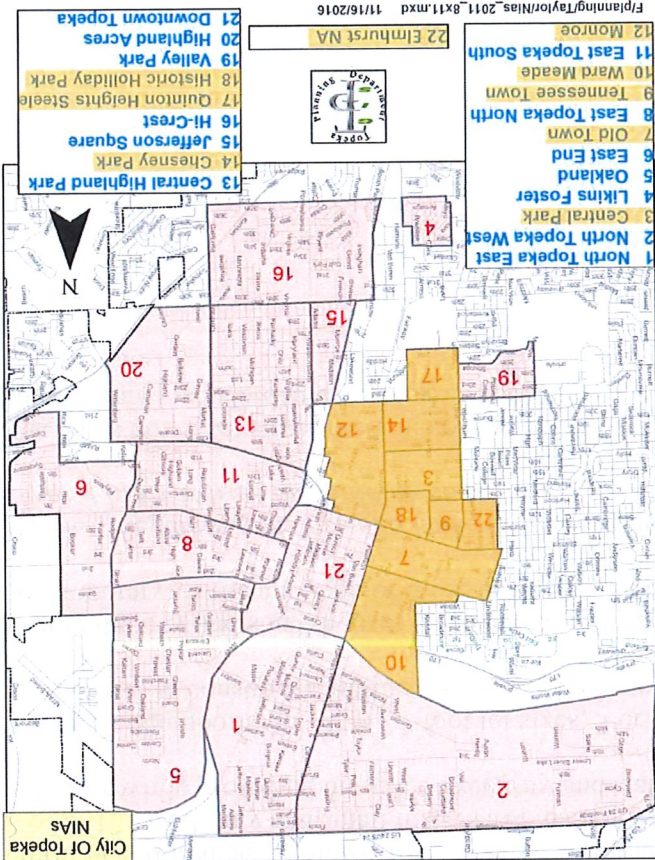
2) Funding a Market Study

In early October 2019, a \$12,500 grant was awarded to the CTGO through the Kansas Health Foundation to enable a market study focused on the nine neighborhood identified as most directly impacted by the February 2016 closing of the Dillon's grocery store. The nine neighborhoods are the Tennessee Town NIA, the Central Park NIA, the Chesney Park NIA, the Historic Old Town NIA, the Historic Holiday Park NIA, the Quinton Heights-Steele NIA, the Monroe NIA, the Ward Meade NIA and the Elmhurst NA. There had been a grocery store presence going back to 1927 at SW Huntoon and Lane Streets when the Dibble's market opened (through 1975) and then Dillons from 1976-2016. The completed market study then can be used to document the need for a new grocery store and attract potential grocers to the area.

3) The Completed Market Study

The CTGO announced the completed market study on January 8, 2020. The market study, conducted by Dakota Worldwide, showed that a new Central Topoka grocery store is viable.

The CTGO also has worked to establish a new grocery store in Central Topoka because it sees the store not just as economic development but also as community development because of the array of services that can be offered (check cashing, bill payment, money order, and pharmacy services), the array of healthy foods that will make people stronger physically, and the importance a store holds as a place for people to socialize and become better neighbors to one another.



(Warner: Permitting duplexes in certain situations within single-family zoning is a consideration within the Missing Middle project.)

7) Adjust Zoning Requirements to Allow "Tiny and Small" Houses on Foundations

"Tiny" houses usually provide less than 400 square feet of living space, while "small" houses usually provide between 400 and 1,000 square feet (a typical one-bedroom apartment with a living room, dinette, bedroom and bathroom provides about 750 to 1,000 square feet). As of 2013, the typical single-family home provides more than 2,600 square feet of living space (https://en.wikipedia.org/wiki/Tiny-house_movement).

Tiny and small houses allow owners to "put more effort into strengthening their communities, healing the environment, spending time with their families, or saving money." Small houses are also used as accessory dwelling units (or ADUs, see no. 2 above), to serve as additional on-property housing for aging relatives or returning children, as a home office, or as a guest house. Tiny houses typically cost about \$20,000 to \$50,000 as of 2012. Both tiny and small houses also can more efficiently address homelessness by lowering construction costs while providing the safety, security and stability of a house instead of residing at the mission.

In Topeka neighborhoods with 25-foot lot sizes, 3 or 4 consecutive lots could be combined (land banking, see no. 1 above) to construct multiple tiny or small houses that would work like duplexes or row housing. Placing the tiny and small houses on foundations addresses the concerns neighbors and cities have had about the temporary nature and look of those houses being on wheels.

(Warner: Regulating the size of a home is not an element of our zoning code. If there is an issue with "tiny" homes it likely is from the building code.)

This list is not exhaustive. We will continue to look for other ideas that can be implemented for little to no cost while advancing affordable housing in Topeka.



infill easier, minimizing the strain on municipal services and infrastructure (note: also reduces housing's carbon footprint). Lowering these requirements also would allow the construction of tiny and small houses on foundations (see no. 7 below)

(Warner: Lots that are considered legal lots of record can be built on if they lack minimum lot size, provided all building setbacks can be met. For example, a 25' wide lot that is considered a legal lot of record can be built on if all setbacks can be met (side setbacks in R-2 zoning is 5 feet). We need to look at these on a case by case basis to determine eligibility.)

4) Eliminate Minimum Parking Requirements

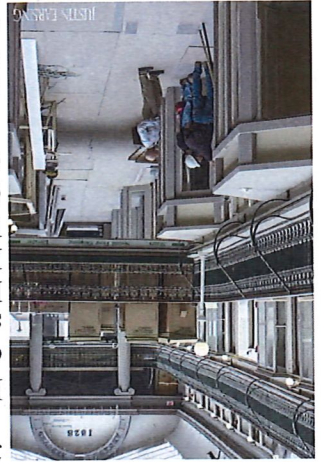
As the urban economist Donald Shoup points out, there ain't no such thing as free parking. Parking is incredibly expensive to build, as developers must either purchase more land for large surface lots or build costly parking structures. These requirements can — and often do — make apartments in urban areas financially and physically infeasible. Why not eliminate them? Let developers and residents—the folks with skin in the game—figure out how much parking is actually needed. As a happy side effect, you might get fewer people owning cars and more people walking, bicycling, or taking transit around town.

(Warner: Staff shortages still present an issue for a full review of minimum parking requirements. We do plan to investigate parking minimums and maximums as part of the Missing Middle project. The scope of those updates would be limited however.)

5) Allow Residential Development in Commercial Zones

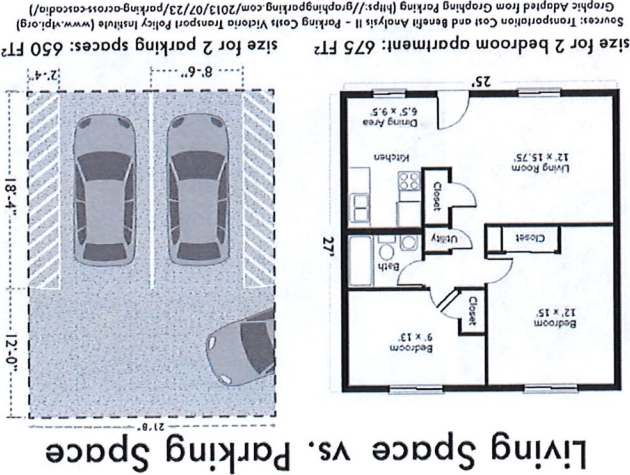
Retail is in a tough spot. With the rise of online shopping and shifting consumer preferences, more and more cities are dealing with the problem of underutilized retail space along major corridors. One way to deal with this—while also adding more housing—is to allow mixed-use multifamily development in these areas. This could kill two birds with one stone, putting bighted, underutilized land back to use as vibrant, new neighborhoods [note: like much if not all of the former Eastboro Shopping Center (E 6th and Telft) and some if not most of the former Gage Center Shopping Center (SW Huntoon and Gage Blvd.). White Lakes could have gone this route...]

(Warner: Generally it takes a rezoning to get residential uses within existing commercial zoning. The City's Land Use and Growth Management Plan (LUGMP) encourages mixed use and development/redevelopment within the existing city limits. There is policy support for mixing uses in commercial areas.)



6) Permit Duplexes and Triplexes in Single-Family Zones (note: also including row housing)

Single-family zoning blocks the development of anything more than a single-family home—no duplexes, no apartments, no local retail. In many towns, these zones cover as much as 70 percent of developable land. Beyond blocking new housing, single-family zoning is a problem for two other reasons: First, it enforces a spread-out, auto-oriented, and costly-to-maintain development pattern. Second, it has traditionally been used to enforce economic and racial segregation. Simply allowing current single-family neighborhoods to host small multifamily buildings like duplexes, triplexes, and fourplexes could be transformative.



Land banking moves our city closer to the equal partnerships between government and neighborhood groups needed to enable development consistent with the goals of both. And if land banking is done properly, it avoids the due process and taking issues prevalent with the more traditional methods of property acquisition.

(Warner: The Governing Body had a discussion about a potential land bank at their meeting on March 15th. It is likely that the land bank idea will be sent to a committee for their work on it.)

2) Accessory Dwelling Units [the next 5 points (2-6) can be found at this Strong Town's link: <https://www.strongtowns.org/journal/2019/2/27/8-things-your-town-can-do-to-add-more-housing-without-spending-a-dime>]



ADUs, are secondary units that go in the unused attics, basements, or garages of single-family homes. Traditionally known as “granny flats” or “casitas,” ADUs are affordable-by-design thanks to their low construction costs and inherently small size. Beyond merely expanding the supply of affordable housing, ADUs also create a new stream of income for homeowners who may be at risk of displacement and put more housing in traditionally high-income, high-opportunity single-family neighborhoods.

(Warner: Current regulations do not allow ADUs. We are embarking on a Missing Middle project and are going to present to the Planning Commission on April 18th. Potentially permitting ADUs in single family zoning is part the Missing Middle project. As noted below, the Missing Middle project includes other elements.

(Missing Middle Project: The recent Topoka Housing Market Study identified gaps in the market for “missing middle” type development. Missing middle is generally understood to be duplex, triplex, quadplex, and small multi-family. Generally speaking, the Topoka market needs more of that type of development.

(Our project is to determine what sorts of changes to policy and the development code could be made to support more missing middle development. Some of the items that I pointed out in the previous response are part of that project.

(The presentation to kick off these ideas will be at the Planning Commission meeting on April 18th, which starts at 6:00pm.)



3) Lower Minimum Lot Sizes

Minimum lot sizes force homes to consume more land than residents might otherwise want. Since land is such a major cost in building a home, a large minimum lot size can substantially increase the cost of housing. If your town requires a minimum lot size in excess of 5,000 square feet for single-family homes, you should pursue reform with all due haste. More and more cities are dropping their minimum lot sizes down to as low as 1,400 square foot. Beyond allowing for more housing, smaller lot sizes also help to reduce suburban expansion and make

It is my hope that the State of Kansas will do all it can to support these alternatives instead of adopting legislation that may continue to expose cities to due process and taking issues. The alternatives I'll discuss today only highlight a number of options cities and states across the nation have crafted to address abandoned housing. Here are those alternatives:

Land Banking: Land banking is the practice of aggregating parcels of vacant land for future sale or development. It allows cities to move in on multiple parcels of vacant land or to acquire vacant housing that then can be assessed for rehabilitation appropriateness. If houses, using objective measures like Housing Quality Standards*, are deemed to be beyond rehabilitation, then those houses can be demolished and combined with adjacent properties for housing or other development. In 2004 Michigan adopted a land-banking statute. Ohio followed suit in 2009 and New York in 2011. In Topeka, land banking has been discussed since at least the late 1990s but no ordinance has ever been adopted. In 1996 and 2009 the State of



Kansas authorized cities to create land banks via ordinance and counties via resolution. I'd prefer to see the State move on adopting a land-banking statute so that all cities and counties have an equal chance to take part in this important neighborhood revitalization tool. The language for a state land-banking statute essentially already exists in the city and county authorizations. This can occur at no cost to the State.

* Housing Quality Standards: HQS define "standard housing" and establish the minimum criteria for the health and safety of program participants. Current HQS regulations consist of 13 key aspects of

housing quality, performance requirements, and acceptability criteria to meet each performance requirement. HQS includes requirements for all housing types, including single and multi-family dwelling units, as well as specific requirements for special housing types such as manufactured homes, congrate housing, single room occupancy, shared housing, and group residences.

Buying abandoned housing and vacant lots: Cities can buy abandoned houses and vacant lots at or near market value or at tax sales and immediately turn them over to individuals, nonprofits and/or developers for rehabilitation (working closely with neighborhood residents and organizations) or for demolitions if rehabilitation per HQS/objective measures is not practicable. Those demolitions then can be followed by land banking and identifying local housing providers like Habitat for Humanity and others to use the vacant lots for new construction (working closely with neighborhood residents and organizations). The Tennessee Town neighborhood of Topeka followed this blueprint in the early 2000s in the first 1200 block of SW Lincoln (between 12th and Huntuon Sts.) and completely turned around the worst block in the neighborhood through placing 9 new houses in the block, which also encouraged other property owners to improve their houses*. Making reasonable offers on properties completely eliminates the due process and taking issues that have plagued past legislative efforts. This can occur at no cost to the State. (Please see attached pics below of the first 1200 block of SW Lincoln after the relocation and construction of new housing and the rehabilitation of existing housing.)

** Then-Housing and Neighborhood Development Real Estate Manager Kevin Rooney worked closely with the Tennessee Town NIA to enable the acquisition of the properties that enabled the acquisition and relocation of 3 houses formerly owned by Holy Name Church, the construction of 3 new houses through a partnership with the City of Topeka and Boling Construction, and the construction of 3 new houses through a partnership with Habitat.

CAC Work Group Report: May 4, 2022 Affordable Housing and Food Deserts and Food/Nutrition Insecurity

Affordable Housing:

Given the breadth and depth of the challenges of trying to address affordable housing issues in traditional ways (more programs, more money), our work group chose at this point instead to examine what can be done in Topeka legislatively and administratively at little to no cost to make the development of affordable housing easier and more attractive to developers/nonprofits. These are the ideas we've discussed so far.

Note: Topeka Planning and Development Department Planning Division Director Dan Warner's April 6, 2022, comments are contained below in (parentheses) and *italics*.

1) Adopting a Land Banking Ordinance

Bell sent the following email on March 21, 2022, to the Topeka city council, Mayor Padilla, Interim City Manager William Cochran and Planning and Development Director Bill Flander indicating his support for Topeka establishing a land bank.

"Hi, all!

"This email comes to you all to indicate my support for the City of Topeka establishing a land bank."

"Please find below testimony I offered on January 23, 2018 (Tennessee Town NIA Vice President Pat DeLapp invited me to give testimony along with him), to the Local Government Committee of the Kansas House of Representatives regarding my support for land banking and how a form of land banking was successfully used in the Tennessee Town NIA, the city's first NIA and the neighborhood that I've represented since 1996 (president since 2014). The positions in my 2018 testimony are still my positions on land banking in 2022.

Testimony Before the Local Government Committee on House Bill 2506
1:30 p.m., Tuesday, January 23, 2018
Kansas State House, Room 281-N

Good day. I thank you for the opportunity today to discuss abandoned housing and the proposed legislation that is currently before you. I appear before the Committee in opposition to House Bill 2506.

My name is Michael Bell. For identification purposes, I am the president of the Tennessee Town Neighborhood Improvement Association in Topeka, as well as the chair of the Citizens Advisory Council, which is the association of NIAs in Topeka. NIAs are Topeka's low- to moderate-income areas. I am speaking only for myself and from my 22 years of being a neighborhood activist in Topeka. My testimony will center not on the traditional methods to address abandoned housing, methods included in the proposed legislation, that sometimes raise due process and taking issues that have complicated the adoption of legislation but instead on finding alternative ways to address the central issue of abandoned housing.



FREE BOARD LEADERSHIP TRAINING

The City of Topeka Division of Community Engagement is partnering with K-State Research and Extension to offer leadership training for neighborhood leaders, social service agencies and other organization board members in the community.

Dates: Wednesday's - July 20, August 10, August 17, August 31

Time: 6:00pm - 7:30pm

Location: CRC – Avondale East, 455 Golf Park Boulevard (media room)

A light dinner will be served.

Participants must attend ALL sessions.

Reservations are required. To reserve a spot, please contact Candis Meerpohl, Extension Director, 785-232-0062 ext. 110 or candism@ksu.edu.

Deadline is July 6 at 5:00pm (no exceptions).

Disclaimer: K-State Research and Extension is an equal opportunity provider and employer. K-State Research and Extension is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision or hearing disability, or a dietary restriction, please contact our office at 785-232-0062.



K-STATE
Research and Extension

Shawnee County

Session Topics:

1. Roles and Responsibilities of Board Members/Effective Meetings
2. Understanding Fellow Board Members/Conflict Management
3. Financial Responsibilities, Fundraising, Legalities, and Ethics
4. Strategic Planning

The Top 10 Meeting Problems that will be addressed in the training:

1. Getting Off Subject
2. Inconclusive: no results or follow-up
3. No Purpose, goals or agenda
4. Meetings are too long
5. Lack of control
6. Starts late
7. Poor Preparation
8. Information Overload
9. Individuals monopolize discussion
10. Interruptions

