

PROJECT: Super Neighborhood #31 Meyerland

TIMELINE

updated: 02-13-17

December 2016:

- Identify Stakeholder & Contact Info (spreadsheet in progress)
- Identify POC for each HOA
- Create Top Reasons to become a SN
- Meeting: December 9, 2016 @ 9:30 (MTC) agenda to follow
- Coordinate Regular Meeting Dates January – August 2016
- Make calls to Donald Perkins (Dist K) and Ellen Cohen (Dist C)

January 2017

- Review By-Laws template and samples
- Determine SN planning process and formalize timeline
- Work with city reps to ensure successful next steps

February 2017

- Letter send out to Stakeholders inviting them to meeting March 1.
- Include City Reps and Ellen Cohen's office to assist with meeting and goal set
- Coordinate next steps, assignments, distribution of work

March 2017

- Set agenda and hold Stakeholder meeting; include city reps.
- Identify key stakeholders who want to participate SN31 process
- Coordinate next steps, assignments and distribution of work

April – May 2017

- Draft 1st round of by-laws (several meetings)
- In the by-laws clearly outline what the framework of the leadership council will entail
- Work with city on review and revisions

July 2017

- Solidfy and approve by-laws
- Hold Council/Delegate election
- Invite interested parties to general meeting

August 2017

- Recognize our SN with the City of Houston Mayor's office
- Hold and cake and ribbon cutting type festivity at the J
- Invite Press and Media and community VIPs