



## One Voice 2018 Kick-Off Meeting

Thursday, October 12, 2017  
3:30 pm

Merced County Association of Governments  
369 W 18<sup>th</sup> Street, Merced CA

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1. Welcome and Introductions
2. Program Overview
  - A. 2017 Debrief \*
  - B. Program Development/Meeting Schedule/Deadlines \*
  - C. Trip Logistics: May 1-4, 2018 / Hotel: Holiday Capitol Inn
  - D. Delegate Agreement \*
3. Roundtable: Brainstorming of Issues/Projects
4. Who isn't at the table?
5. Comments/Questions from committee or public
6. Adjourn: Next Meeting - **November 9, 2017** at 3:30 pm, MCAG

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\*attachment

# 2017 ONE VOICE DEBRIEF

**PARTICIPANTS:** Daron McDaniel, Brian Raymond, Mike North, Steve Tietjen, Mel Oliveira, Robert Dylina, Deborah Lewis, Steve Carrigan, Matt Wainwright, Jim Soria, Stacie Dabbs, Eva Garibay (On the phone: James Peterson, Laura Kroeger)

## WHAT WORKED?

- Hotel was fine, location was good
- Costa dinner – good to have staffers at every table
- Townsend and MCAG staff did a great job – no problems getting around, transportation, etc
- Strike teams, strike teams and more strike teams!
- Feinstein meeting was great
- Bureau of Rec was great
- NEA meeting was great too – provided funding opportunity for Merced Theater
- Time of year is great

## HOW CAN WE IMPROVE NEXT YEAR?

- Need more time to talk about projects/priorities to Costa/staff
- Ask for Costa staffer to participate in meetings
- Too many issues during the full delegation meetings; strike teams work better, maybe consider them for the whole program
- Big difference between quality of staff (Feinstein vs Harris)
- Nunes staff wasn't permanent; on-loan (are staff getting the information back to the Member?)
- Need to make sure the right people are in the room; need to provide clear discussion topics beforehand
- Commerce meeting wasn't relevant for small business issues/topics
- Expect more from Harris's office/staff
- Formats (even on strike team) seemed way too formal
- USDA – need appropriate staff for funding programs we are eligible for
- Delegation needs to provide the questions we want to ask, specifics on projects to make sure we have the right person in the room
- Develop projects earlier, submit questions earlier
- Need to stay on script – need to talk about what shouldn't be said, just as much as what should be said
- Denham/familiar offices – we can be more conversational, less formal
- Have a meeting before the trip to tailor talking points to each meeting
- Meetings with more time and fewer speakers and topics were most successful
- Relationship building
- Ask the members what they are working on and how we can help them?
- New administration didn't have everyone in place
- Delegates need to wear professional attire to every meeting
- Need to refrain from using cell phones during meeting (talk and text)
- Delegates need to attend every meeting and the dinner (will be billed if a no-show)
- Speakers should consider how their comments promote the program goals before speaking to make sure they are consistent with the platform/agreed upon issues



## PROGRAM DEVELOPMENT SCHEDULE 2018

<b>Kick-Off Meeting – 3:30 pm @ MCAG</b> <ul style="list-style-type: none"> <li>• <i>Bring proposed projects/issues to the meeting for discussion</i></li> <li>• <i>Review meeting schedule, key dates and program requirements</i></li> <li>• <i>Review the Delegate Agreement</i></li> </ul>	<b>October 12, 2017</b>
<b>Planning Meeting – 3:30 pm @ MCAG</b> <ul style="list-style-type: none"> <li>• <i>Discuss projects/issues to include in the platform (specific legislation will be addressed in the spring, as appropriate)</i></li> <li>• <i>Determine print material type and format</i></li> </ul>	<b>November 9, 2017</b>
Delegate Agreement Due	November 9, 2017
<b>Planning Meeting – 3:30 pm @ MCAG</b> <ul style="list-style-type: none"> <li>• <i>Finalize draft legislative platform</i></li> </ul>	<b>December 7, 2017</b>
MCAG Governing Board –Draft of legislative platform (info only)	December 21, 2017
<b>Planning Meeting – 3:30 pm @ MCAG</b> <ul style="list-style-type: none"> <li>• <i>Washington Update from lobbyist</i></li> </ul>	<b>January 11, 2018</b>
<b>Planning Meeting – 3:30 pm @ MCAG</b> <ul style="list-style-type: none"> <li>• <i>Tentative meeting date, if needed</i></li> </ul>	<b>February 8, 2018</b>
MCAG Governing Board –Draft of legislative platform (info only)	February 16, 2018
<b>Planning Meeting– 3:30 pm @ MCAG</b> <ul style="list-style-type: none"> <li>• <i>Discuss itinerary; legislative update from Townsend (Are there any bills or legislative efforts we want to support/oppose?)</i></li> <li>• <i>Review rough draft of brochure and fact sheets</i></li> <li>• <i>Deadline to confirm delegates</i></li> </ul>	<b>March 8, 2018</b>
MCAG Governing Board action to adopt the legislative platform	March 16, 2018
<b>Planning Meeting – 3:30 pm @ MCAG</b> <ul style="list-style-type: none"> <li>• <i>Tentative meeting date, if needed</i></li> </ul>	<b>March 22, 2018</b>
<b>Deadline to secure hotel at group rate</b>	
<b>Planning Meeting – 3:30 pm @ MCAG</b> <ul style="list-style-type: none"> <li>• <i>Finalize the inclusion of bills or legislative efforts, if applicable</i></li> <li>• <i>Review draft itinerary</i></li> <li>• <i>Finalize speakers; practice talking points</i></li> </ul>	<b>April 12, 2018</b>
<b>Final Planning Meeting – 3:30 pm @ MCAG</b> <ul style="list-style-type: none"> <li>• <i>Review final itinerary</i></li> <li>• <i>Practice talking points; transitions between speakers</i></li> <li>• <i>Review logistics, final questions</i></li> </ul>	<b>April 26, 2018</b>
<b>2018 One Voice Trip</b>	<b>May 1-4, 2018</b>
<b>Debrief Meeting– 3:30 pm @ MCAG</b>	<b>May 10, 2018</b>



## Delegate Agreement

One Voice 2018

May 1-4, 2018

The purpose of the Merced County Association of Governments One Voice program is to develop a shared platform of projects and issues of regional significance that serves as the foundation for a federal advocacy effort.

The goals of the program are to:

- Communicate the region's legislative priorities clearly and succinctly;
- Communicate the need for additional federal funding for local projects;
- Advocate for legislation or policy changes that will benefit the region.

In order to accomplish these goals, a delegation of community leaders from throughout the region come together as a unified voice to communicate key messages to legislators, federal agencies and staff in Washington, DC. The platform and unified message are developed through a coordinated and collaborative process that involves delegates, staff from local jurisdictions, partner agencies and community organizations.

To participate in this federal advocacy effort, delegates are required to:

- commit to the goals of the program,
- regularly attend planning meetings,
- participate in all scheduled appointments during the two-day itinerary, including group dinner events (no-shows will be invoiced for the cost of their meal),
- only communicate shared messages developed through the collaborative planning process,
- respect the roles of the designated speakers and refrain from presenting information other than the agreed upon platform, projects and messages during the two days dedicated to the trip,
- avoid using your cell phone at meetings (if you must take a call please step out),
- refrain from using the "One Voice" name to promote issues that are not part of the shared platform,
- dress appropriately for meetings; business casual.

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To confirm your participation as a 2018 One Voice trip delegate, please sign and return this agreement by **November 9, 2017**. By signing this document, you agree to comply with the intent and procedures of the One Voice trip and will participate according to the statement above.

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Delegate Signature

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Date

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Print Name