

“Tips” For Running Your Block Watch Meetings

IF WE DON'T CLAIM OUR NEIGHBORHOODS – SOMEONE ELSE WILL

- Get in the habit of starting on time. If you are limiting the time your meetings run, an example is an hour, be aware of the time so you don't go over. Your members will respect and appreciate your control of the meeting.
- Have a typed Agenda ready to be passed out to your members; this will keep Block Watch members jumping from topic to topic.
- Your Agenda should start with recapping Old Business and then addressing New Business. The final item would be a discussion on neighborhood issues; this would be the time to open up the meeting to a dialog if you wish.
- Stay in control of the meeting. If you have a member that rambles on, you will lose the interest of your other members and run the risk of them not coming to the next meeting.
- Once a problem has been resolved it's important not to keep going back and rehashing it, again you will lose the interest of your members if this is allowed.
- Let your Alderman and the CLO know in advance of your meeting date, time, and location.
- Have the representatives from the Police District, the ADA, and your Alderman speak first, unless you have made arrangements for them to be the guest speaker. *These people usually have more than one meeting to attend on the date of your meeting.*
- If you have a guest speaker, have your guest follow the above people. When you make the arrangements for your speaker, let him/her know the length of time you have set aside for them to speak and this should include a short question and answer if applicable.
- When possible, always supply information that helps empower your members and takes some of the responsibility off of you. Some examples are phone numbers/email addresses for various City Departments like the Department of Neighborhood Services and the Department of Public Works. This will encourage members to call direct on quality of life problems in the neighborhood and take a higher level of ownership of the Block Watch.
- On every Agenda list the upcoming date and time of the monthly Crime Analysis meetings. The more of your members that attend these meetings the stronger your neighborhood becomes. Every connection and relationship that is formed is a benefit!
- On the Agenda list the date, time and location of your next Block Watch meeting. *It's a good idea to list this information on any emails you send to your members – every reminder is helpful!*
- As you begin to get to know the other Block Watches in your area attend some of their meetings. This continues to build on the connection District Four has and you can “borrow” from their success.