

Nearbor To Neighbor

Tools For Holding Meetings With Your Neighbors



Knowing Your Neighbors

Four reasons why your neighbors can be your first defense and help make our neighborhood a better place:

- Your neighbors are your best defense against burglary and theft. The more neighbors you know, the more eyes you have looking out for you, your family, and your valuables.
- Your neighbors can also help in a natural disaster. Public agencies advise that in a major disaster, such as an earthquake, assistance from police, fire, and ambulances may not be available for 72 hours or longer. Power and water may also be cut off. By banding together with your neighbors, you can help each other stay safe.
- By knowing your neighbors, you can help avoid issues and disputes over things like fences, trees, or street parking. When you look on your neighbors as friends, it makes it much easier to talk things over before they become “big” problems.
- Finally, knowing your neighbors helps promote a neighborhood where people want to live, raise children and keep property values up.

By The Numbers - The More You Know...

Knowing Four is
Fabulous!



Knowing Five is Fun!



Knowing Three Puts
Your Mind at Ease!



Knowing Two is Terrific!



Knowing One Neighbor
is Better Than None!



Don't Slack on Your
Neighbor in Back!





Meetings That Work

How to hold a successful meeting with your neighbors:

- All too often neighborhood meetings succeed only in talk and end in confusion. The causes are numerous, including poor planning, too many topics, not enough knowledge on the subject, domination of the conversation by one person, etc. The solution to a successful meeting is simple and consists of planning, presentation, and clear next steps. What follows is a checklist to help you hold a successful meeting.

Meetings That Work

The Successful Meeting Checklist

- ☒ **Plan, plan, plan!** Give yourself plenty of time to plan your meeting. Start at least a month or longer before you want to hold it. **Who, What, Where, When, How?**
- ☒ ***The date of my meeting will be:*** _____
- ☒ **Pick a topic.** If you want to cover more than one topic, it is always a good idea to be sure they compliment each other. For example: If you are holding a meeting on crime prevention, it may not be a good meeting to discuss the new condo complex being considered for the end of the block, but it may ne a good time to discuss street lighting or other related topics.
- ☒ ***My topic (s) will be:*** _____
- ☒ **If you plan on inviting a guest speaker, such as a police representative, be sure to contact them as soon as possible.** Their schedule may not fit with yours and you may need to change dates. **Also, discuss with them what you want to focus on, for example, car burglary or vandalism.** That way the guest will focus on relevant information that will be useful to all neighbors.
- ☒ ***My guest speaker will be:*** _____

Meetings That Work

The Successful Meeting Checklist (Cont.)

- ☒ **Ask your neighbors what they want to know, then do your research. Whether you have a guest speaker or not, it is your job to facilitate the meeting. A good facilitator is prepared to ask questions to encourage conversation, keep the meeting on track and on time, and be sure all views are being heard.**

- ☒ ***I want to be sure we discuss:***

- ☒ **Make up e-invites or flyers or both and distribute them to your neighbors. Give them plenty of time to plan and ask them to respond so you know how many to expect at the meeting. Be sure your invites and flyers include topic, time, place and contact information:**

- ☒ ***My invitations will be completed and sent by:*** _____

- ☒ **If needed, be sure to plan for following-up. Ask for volunteers. Studies show that people are more likely to retain information and put it to use if they are involved in the process. Have a great meeting!**



Meeting Toolbox

Flyer/Invite Example



Block Meeting

WHERE: THE JOHNSON'S

1523 KENILWORTH

WHEN: THURS., APRIL 26, 2007 @

7:30 PM

RSVP by 4/20 to 510-555-5555

TOPIC: RECENT CAR BREAK-INS

WITH SLPD OFFICER TOM JONES

*Refreshments courtesy of the Broadmoor Neighborhood
Association and the Neighbor - to - Neighbor program*

Meeting Ideas

- Crime

- How do we watch out for each other?
 - Neighborhood Watch and other programs. The National Crime Prevention Council helps citizens set up Neighborhood Watch programs. Contact them at 801-486-8768.
 - Information Exchange – emergency phone numbers, times to keep an eye out for each other (work, vacations etc), keeping up on recent problems.
 - National Night Out (August 7, 2007) participation (more information at www.nationaltownwatch.org/nno/)
- Vandalism
 - Stopping vandals, taggers etc.
- The San Leandro Police Department offers speakers on crime prevention through a variety of topics. Contact them at 510-577-3248 for more information.

Meeting Ideas

- Emergencies

- How can we help each other out during an emergency?
- What are some of the things we should store in case of an emergency?
- The Alameda County Fire Department offers speakers on Fire Safety and Emergency Response. Contact them at 510-667-3148 for more.
- The Red Cross also offers community programs. Contact them at www.redcross.org.

- Legal Issues

- How can we resolve disputes over property issues?
- What are some of the steps we can take to prevent property disputes?
- Some local law firms offer speakers on legal issues that neighbors may face.

What Would You Do?

- This is a growing idea and we want you to add to it!
- Please e-mail your ideas to tcbfasttwo@yahoo.com and put “BNA Neighbor to Neighbor” in the subject line.
- Thank you for participating in the BNA Neighbor to Neighbor project!