

**Mt. Washington Steering Committee Meeting | 1.28.26**  
Mt. Washington School – Library  
Virtual via Zoom

**1. Steering Committee Roles**

- Steering Committee Roles during Kick-off
- Station sign-ups
  - i. Sophia to create a guide for each station
  - ii. Sign-up sheet to be sent in an email

**2. Update on Kick-off Materials**

- Boards
  - i. Some edits to be made to the questions, Sophia to email to give steering committee members more chance to review (revisions can be made until February 20)
- Activities
  - i. Steering committee members have planning/landscape architecture magazines to provide, bring to February 4 meeting
  - ii. Microphones for interviews acquired, Rosa working on lemonade stand as the set
- Test Miro Board
  - i. [Link](#) to Miro board, each board described. What are we missing?
  - ii. How do we distribute flyers? - Sign up to distribute on specific streets (Sophia to send link to Miro map, will also bring paper map to February 4 meeting)
  - iii. Miro board to be made available before and after the kick-off event

**3. Kick-off Meeting Promotion**

- Social Media, Website, Emails
  - i. DCPE & City of Cincinnati to post on Facebook & Twitter - Steering Committee to repost
  - ii. Create event on City website
  - iii. Sophia to keep website updated
  - iv. Send emails to people who want to stay up-to-date
- Flyers – full sheets to be posted/distributed, half-sheets for LaRosa's
  - i. Reach out to CDC and CURC to make connections with local businesses about distributing flyers
  - ii. Sophia to work with Priscilla on banner



- Work with Library for long-term engagement - paper surveys throughout the process, keep some boards up
- Potential incentives to attend the meeting:
  - i. Raffle: Gift cards from Nikki, Metro Bus Passes (have reached out)
    - 25 bus passes from Metro, Sophia to pick up on February 5. May look into hats/scarves from Metro Rapid merch.
    - Zimani to look into giveaways from work (hand sanitizer, pens, etc.)
  - ii. Food/refreshments: Suggestions?
    - Snacks: bars, oranges, juice? Priscilla to ask MWCC to sponsor snacks, Costco
    - Definitely nut free

#### **4. Next Meeting – Wednesday, February 4, 2026**

- Test set-up of the room with all materials
  - i. Bring as many materials as possible to test
- Missing anything?

#### **5. Other announcements / discussion**

- Reach out to District 2 - inform of kick-off event, invite to attend
- Check safety measures at school - AED, fire extinguisher
- Bring easels (DCPE has 5 or 6, Katie and Wade may be able to provide more) Engagement boards to lay flat on tables
- CDC to provide yellow lanyards to identify S.C. members
- **Sophia will be out of office February 7-16**

