

# Community Watch Leader's Meeting

- I. Completion of contact tree for Dianthus**  
Decide who will gather, compile and handout information
- II. Problems and Issues**  
Discussed current neighborhood issues and how to resolve them
- III. Collection and Storing of Neighborhood Incidents**  
All suspicious incidents and activities need to be documented and kept on file for future reference. Captains should devise a plan of action and method of storing this information.
- IV. Newsletter Choices, Costs and Expenditures**  
The costs of maintaining a newsletter in paper form is too expensive. Any information that needs to be retrieved or disseminated should be placed on a website. Residents without Internet capabilities need to inform their captains so other means can be made available to get the information to them.
- V. Suggested Welcome Package**  
Devise a welcome package for new neighbors, consisting of area phone numbers and attractions, and other information concerning the neighborhood.
- VI. Emergency Preparedness**  
Discuss initiating a neighborhood emergency and disaster preparedness plan.
- VII. Expansion of Community Watch Area**  
Discuss expanding the watch area and boundaries.
- VIII. Selection of Formal Community Watch Name**  
Select a formal name for your Neighborhood Watch group.
- IX. Tentative Meeting Schedules**  
Decide when the meetings will be held and how often. Leaders should meet at least once a month to discuss items of interest and complete monthly activity reports.
- X. Agenda for pending block meetings**  
Captains need to complete meeting agendas and submit to the Watch Coordinator.