

Meeting Feedback Survey

Audience

Current members of the Pike Place Constituency

Objective

To assess member experience with hybrid (in-person and remote) meetings and to identify opportunities to improve participation equity, meeting management, and decision-making transparency. There will be a focus on fairness, accessibility, and procedural clarity under Robert's Rules of Order.

Survey Design

An anonymous online survey distributed to all Constituency members, structured around five key themes:

1. Procedural Fairness and Inclusion
2. Technology and Accessibility
3. Meeting Management and Flow
4. Voting and Decision-Making
5. Preferences and Suggestions

Responses use a 5-point Likert scale with open-ended comment fields. A minimum of 22 responses ensures statistical confidence for active attendees (90% confidence, $\pm 10\%$ margin), while 62 responses achieve that confidence level for the full 600-member population.

Distribution Method

The survey will be distributed to constituency members through online, in writing, and in person options.

Online

- **Email:** The link to the survey will be emailed directly to all current constituency members
- **Newsletter:** The Constituency Newsletter will include the link to the survey.
- **QR Code:** A QR code will be posted on the Constituency office door allowing anyone to scan it and be taken to the survey.

In Writing

- **At Meeting:** Copies of the survey will be brought to the General Assembly meeting on 11/19, these can be returned by sliding under the door at the constituency office.
- **Constituency Office:** Copies of the survey can be taken from the constituency office door and returned by sliding them under the door.

In Person

- Interviews: If anyone would prefer an in person interview, Graham will be available to conduct those interviews on a limited basis. Please reach out to Graham at Graham.Marmion@marketconstituency.com to schedule an interview.

Reporting Method

Quantitative results (mean, median, variance, and correlation across themes) will be combined with qualitative theme analysis of open-ended responses. Findings will be summarized by the Engagement committee and presented to the general assembly as a written report and slides.

Timeline

Date	Deliverable
Tuesday, November 11	Engagement committee approves of survey and engagement strategy.
Tuesday, November 18	General Assembly approves of survey and engagement strategy.
Wednesday, November 19	Survey Distributed via email, newsletter, and at constituency office.
Wednesday, November 26	Second email blast
Saturday, December 6	Third email blast
Thursday, December 11	Final email blast
Friday, December 12	Survey closes
Friday, December 19	Draft analysis results distributed to Engagement Committee via email
Tuesday, January 13	Final results presented to Engagement Committee for confirmation
Tuesday, January 20	Final results presented to Constituency General Assembly
Thursday, January 29	Executive Committee discusses next steps for developing and implementing solutions to challenges identified through the process.