



IMAGINE
TALLAHASSEE

COMMUNITY FORUM SERIES 1: Share Your Vision for Tallahassee

MEETING IN A BOX



... a grassroots initiative providing citizens an opportunity to brand their community.

Thank you for offering to host this meeting!

The Tallahassee Vision Plan is about creating a shared vision for our future. Community members like you are critical to this process, and we welcome your willingness to contribute.

Your meeting will supplement the Community Forum Series held on June 10th, 2013, giving residents who could not attend the opportunity to discuss issues in a group setting and provide input that will help shape the vision and policies of the Tallahassee Vision Plan.

We appreciate your help!

MEETING IN A BOX CONTENTS

- HOST INSTRUCTIONS
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- MEETING AGENDA/QUESTIONS FOR DISCUSSION
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- RETURN INSTRUCTIONS AND HOST FEEDBACK FORM

HOST INSTRUCTIONS

Please read this packet in full. Give yourself time to think about how you want your meeting to flow before it begins.

MEETING PURPOSE:

1. To encourage group discussion about Tallahassee today and the desired Tallahassee of the future.
2. To identify how we envision greatness in Tallahassee.
3. To identify what we must do to achieve greatness.

TIME NEEDED: 1.5 - 2 hours

MATERIALS NEEDED:

1. Copies of meeting agenda, questions for discussion
2. Copies of group response sheet and group priorities sheet
3. Copies of individual feedback sheet (demographic questionnaire/comments)
4. Copies of Tallahassee website information
5. Pens/pencils
6. Several pieces of blank 8.5" x 11" paper
7. Return envelope

*Note: you can return materials by mail, or emailing the packet to Kim Rivers:
kim@inkbridge.com*

Here are the steps you will need to follow to conduct your meeting:

1 INVITE.

Identify 10-15 participants to invite to your meeting. (This is the best size for a small group discussion, but if you are comfortable, you can invite more people.) Send your meeting invitation (see p. 6) via e-mail or mail or call invitees.

2 REMIND.

Call and/or e-mail the people you invited 1-2 days before the scheduled meeting.

3 SET UP.

Select a location where all participants can comfortably sit in a circle. Sort copies of meeting materials into sets for participants. Have enough pens/pencils, paper, and other materials available. Determine who will photograph meeting (optional) and bring a camera. Prepare light refreshments, if desired.

4 MANAGE.

These meetings are designed to encourage group conversation. If you are hosting a large meeting (more than 15 people), we suggest that you break into smaller groups of about 8-10 persons and ask for a note-taker/recorder and facilitator for each group. Breaking into small groups is not required, but it means people can join more fully in the conversation. Keep in mind, however, that very small groups may not result in a broad discussion or provide as much of a diversity of ideas. If you do break into groups, please name/number the groups and note this on the response sheets.

• Group Discussion Rules

Before the meeting, go over these rules with your group. If they stray during the meeting, remind them again.

1. Each topic will be addressed in sequence– the facilitator will go around the table in order asking for your ideas.
2. Please offer only one idea per round. Be clear and concise, and help your group recorder with key words that best articulate your thoughts.
3. Try to avoid repetition to save time for others. If you “run dry” of ideas, it is okay to say “pass.”
4. Avoid side conversations– they are distracting to the rest of the table, and disrespectful to the person whose turn it is to speak.
5. If asked for clarification, explain (succinctly) what you mean, giving reasons for your statement.
6. Listen with an open mind and keep a positive tone at all times. Try not to personalize your comments or disparage others’ ideas.
7. Free-thinking, brainstorming, and original ideas are encouraged in this exercise – speeches and debates are not.
8. Please turn off cell phones. If you absolutely must take/make calls, do so outside the room.
9. Have fun

5 FACILITATE.

Lead the discussion, making sure the meeting stays on topic and all questions included for discussion are answered. You are also a participant and can share your opinions as an equal member of the discussion, but make sure everyone has a chance to express his/her opinion. Try to make the meeting relaxed and enjoyable for all participants. Make sure to take (or have someone take) some candid photos. The meeting consists of the following sections:

• Welcome & introductions (10 minutes)

Take a few minutes at the beginning of the meeting for introductions, especially if people don’t already know one another. Ask participants to tell something about themselves other than their name (e.g., their neighborhood, any affiliations, why they want to get involved in Imagine Tallahassee) so that everyone gets a better sense of who is participating and why. Do not, however, spend too much time on this activity. Review the discussion “ground rules” and answer any questions about procedure before beginning the main activities.

• Small group discussion topics (50-60 minutes)

Answering the questions related to each topic should occupy the majority of the meeting time. Give participants a couple of minutes to think about each question and make any notes and then go around in a circle list answers for each person in the group.

Start by reading all the questions to give participants a sense of the activity. Each question should then be handled separately in a 15-minute session (approximately). The facilitator should go from participant to participant and record one idea at a time. If however, your group prefers a more free-flowing discussion, make sure everyone has a chance to speak.

ACTIVITY QUESTIONS:

During the vision exercise, your group should spend between 15-25 minutes on each topic. Depending on the group's particular area of interest, you may want to spend more time discussing one topic and less time on another.

Topic 1: Our Culture, Character and Quality of Life

Topic 2: Our Economy

Topic 3: Our Functionality (Land Use / Mobility / Infrastructure)

Within each topic's discussion period, ask the group to consider two questions:

1. **"How do we envision greatness in Tallahassee?":**

Recording Ideas – (10 minutes)

For each topic, ask the group to characterize what greatness looks like in Tallahassee. Have a recorder summarize the ideas on the group worksheet provided. For approximately 10 minutes, go in order around the table, recording one idea per person per round.

Prioritization – (5 minutes)

First, ask participants to review the list for similar ideas. These may be linked as a single idea (parks / open space / greenways). Then ask participants to scan the list and select the 4-5 most important to them (no need to write them or report them to the group). Facilitator will read each idea on the list and ask for a show of hands – "who had this idea on your list of 4-5"? Record the number of hands raised in the margin to indicate group priorities (either by circling the idea or beside the idea).

2. **"What must we do to achieve it?":**

Recording Ideas – (10 minutes)

For each of the top 5 (or more if close) priority ideas of greatness, have the group identify specific actions to be taken to achieve the envisioned outcomes.

• Meeting wrap-up (10 minutes)

If you have divided participants into small groups, reconvene the larger group. Remind everyone how they can get involved (project website, Facebook, Twitter). If there are no questions/comments, ask participants to fill out the individual demographic questionnaires. Then collect all materials and demographic questionnaires. Finally, be sure to thank everyone for participating!

6 RETURN.

After the meeting, begin preparing the Meeting in a Box for return. Collect all printed materials (if applicable), including the group response sheets and individual demographic questionnaire from each participant. Please recycle any unused materials! Make sure each completed sheet has the meeting code and/or group ID # and title of the activity (e.g., greatness). See details under "Host Guide."

Once everything is sorted, you are ready to pack up the meeting materials for return. Please include your host feedback form and a guest list with the package. **Materials should be returned within 5 days of your meeting date no later than JULY 20th!!**

Please mail your response packet to:

Imagine Tallahassee Inc.
311 E Jennings St.
Tallahassee, FL 32301

Or you can email your completed PDF or scanned documents to:

kim@inkbridge.com

SAMPLE INVITATION

Use this template as a guide for your meeting invitations. You may want to include the language in e-mail invitations or even reproduce the template itself for invitations sent by mail.

YOU'RE INVITED!

WHAT: Meeting in a Box: Imagine Tallahassee

WHEN:

WHERE:

Please RSVP by _____

to _____

The Tallahassee Vision Plan will develop a brand for the community that will act as a powerful compass to guide economic development vitality, capital investment decisions, and ensure Tallahassee's success for generations to come.

Imagine Tallahassee is seeking YOUR ideas about the future of Tallahassee. We need you to be part of this process. Please join us to share your thoughts and ideas with other attendees and enjoy good company! We're looking forward to hearing from you!

Visit the Imagine Tallahassee website:

<http://www.imaginetallahassee.com/>

FOR MORE INFORMATION, CONTACT:

Kim Rivers

kim@inkbridge.com

850-508-0261

WE NEED YOUR FEEDBACK!

The Tallahassee Vision Plan will only be successful if a wide range of stakeholders become involved in the process. Please help us understand who is participating by providing us with some information about yourself.

MEETING FEEDBACK: Tell us what you thought about today's meeting.

1. Please rate the effectiveness of this meeting: Very Poor Poor Fair Good Very Good

2. How strongly do you agree with the lists of priority items that your group developed?

Not at All A little Neutral Strongly Very Strongly

Comments:

3. Please rate the effectiveness of the Meeting in a Box technique:

Very Poor Poor Fair Good Very Good

4. How can we make Meeting in a Box meetings better?

We will use your feedback to improve future meetings. If you have additional comments about today's meeting, please send them to:

Kim Rivers: kim@inkbridge.com

OPTIONAL QUESTIONS: Please answer as many questions as you'd like.

5. What is your zip code? _____

6. How long have you lived in Tallahassee? _____

7. If you are not a native, what brought you here? (circle as many as apply)

New job or transfer

College/university

Retirement

Family moved here

Other family lives in area

Other: _____

8. What is your gender?

Male

Female

9. What is your age group?

Under 19

19-24

25-34

35-44

45-54

55-64

65-74

75 or older

10. How do you identify your race/ethnicity?

African-American

American Indian

Asian-American

Hispanic/Latino

Mixed Race

White/Caucasian

Other: _____

11. What is your household type?

Live alone

Live with spouse/partner only

Live with roommate/housemate

Live with spouse/partner and children

Live with children or parent only

12. What is your household income?

Less than \$24,999

\$25,000 - \$49,999

\$50,000 - \$99,999

\$100,000 - \$149,999

\$150,000 or greater

13. What is your educational attainment?

Some high school

High-school graduate

Some college

Associates degree

Bachelors degree

Some graduate school

Graduate/professional degree

Other

14. Do you own or rent your home?

Own

Rent

Neither

THANK YOU FOR PARTICIPATING!

MAIL RETURN INSTRUCTIONS

1 COLLECT MATERIALS.

Gather all group worksheet(s), feedback forms, and notes.

2 ENTER MEETING ID CODE.

Assign a code to your meeting following the instructions below. Enter this code into the appropriate boxes on the group worksheet(s) and priority worksheets.

3 PACKAGE & RETURN.

Package all materials together and return to the address below OR you can enter your answers directly into the PDF and email the documents to kim@inkbridge.com. Please include a list of meeting attendees.

CREATING A MEETING ID CODE

FIRST THREE SPACES: Your initials

NEXT FOUR SPACES: Month and day of your event (e.g., "0423" for April 23rd)

The code box will look like this:

CFS1 - _ _ _ - _ _ _ _

Enter this code in the upper-right corner box of all the worksheets.

RETURN ADDRESS

Please return all Imagine Tallahassee Meeting in a Box items no later than
July 20th 2013 to:

**311 E Jennings St.
Tallahassee, FL 32301**

Responses must be received by July 20th, 2013 to ensure that the feedback can be incorporated into the Vision Statement. There will be additional opportunities to participate throughout the planning process. **If you have any questions about return procedures or would like to sign up to receive email updates, please contact:**

Kim Rivers: kim@inkbridge.com

HOST FEEDBACK FORM

**What did you think about Meeting in a Box?
We need your feedback to help us improve this outreach method.**

1 How useful is the Meeting in a Box concept for broadening the range of public input? Please rate its effectiveness on a scale of 1 – 10.

1 2 3 4 5 6 7 8 9 10
Very Poor Poor Neutral Good Excellent

2 Were the Meeting in a Box materials easy to understand and use?

Very Poor Poor Acceptable Good Very Good

3 How should we improve Meeting in a Box?

4 Please rate the following aspects of your meeting:

	Poor				Excellent
Overall	1	2	3	4	5
Participant engagement	1	2	3	4	5
Quality of group discussion(s)	1	2	3	4	5
Group satisfaction with outcomes	1	2	3	4	5

5 Would you host a Meeting in a Box event again? Yes No

If "No," why not? _____

6 Would you recommend Meeting in a Box to others? Yes No

7 Do you plan to attend future Imagine Tallahassee events? Yes No

8 Any additional comments? _____

TURN SHEET OVER TO PROVIDE ADDITIONAL COMMENTS

