

Agenda January 16, 2014: Unity Comprehensive Planning Committee

Location: Koons Hall Room #201

Attendance:

Review/approve last week's minutes (jan 9 minutes approved)

Updates from our coordinators:

Jean, what do you need help with? Labels for soups.

Jim, what do you need help with?

Sara, how is your facilitators and scribes list coming? Coming along. Still some gaps to fill

Emily, what do you need help with?

Roles sheet -we filled out the roles sheet –thanks for volunteering!!

Facilitator talking points from Sara - see handout -this is enclosed below

Discussion Intros - this item and the next item were combined. We ran through two discussions to test the flow and practiced how facilitators would deal with different participant behaviors (too quiet, talk too much, getting off topic)

Let's do a test run of a discussion in real time!

Facilitator Talking Points

*Facilitators will be provided with 2-3 minute prepared scripts to deliver as introduction – what this topic is about, here is what we have heard (from survey results). Then ask two questions: What is positive regarding this topic that should be maintained, kept, reinforced?, and What could be changed, done better? Participants will write their individual answers on their worksheet with 2-3 minutes of silent time. Then the facilitator will ask to the participants to share **one** of their answers to the first question. Each person shares their answer before any discussion is allowed. Once all have shared briefly (less than 1 minute each), then the group will discuss. The first question gets a total of 10 minutes. Then move on to the second question with the same format -10 minutes.*

Worksheets will be collected by the facilitator after each discussion –invite participants to write down any thoughts they did not have time to share. We will read ALL worksheets!

- Facilitate and take notes
- Listen! not talk – your voice will be heard at the next stage
- Get people to talk, ie “Mary, what do you think about that?”
- Keep the discussion from going too far in any one direction, ie “Bill, what did you write down?”

Good afternoon. Our first topic for discussion today is _____.

What we mean by that is ...

Relative the region, Unity is

In the recent survey, we heard....

Today we want to hear what you think.

Please take a few minutes to jot down on your worksheet what you like about _____ and would like to see more of, also what you would like to see change. We’ll start after everyone has had a chance to write down their thoughts.

(2-3 minutes to write down or when most people have stopped writing).

Okay, we are going to start now. Please each tell me one thing you wrote down that you like about _____. (Can go around the circle, or popcorn style).

(When everyone has said their one thing) Okay, what do you think?

(If the conversation is being dominated by one person, or is headed too far in a direction: 1) re-direct!

- Mary, what do you think about that?
- Bill, what else did you write down?

2) If someone will not stop talking, cut them off, politely

- I'm afraid we're short on time, we have to keep going. Thank-you. We wrote that down, let's hear some other ideas now)

(When Sarah says time is up)

Okay, time to move on now to what we would like to see change about _____. Please tell me one thing you wrote down.

At the end, collect the sheets, thank-you for your ideas!