Meeting-in-a-Box

sacramento | 2040

Guidebook

Thank you for hosting Meeting-in-a-Box.

The City of Sacramento is grateful for your time, thoughts, ideas, and participation in Meeting-in-a-Box. Your participation is part of a collaborative effort in helping shaping a better, brighter future for everyone who lives, works, and plays in Sacramento!

For more information or to engage in the General Plan Update process, visit
www.sac2040gpu.org

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City of Sacramento General Plan Update and Climate Action Plan

Background

Sacramento 2040 is the City's process for developing a plan for the next twenty years. The project involves updates to the City's General Plan and Climate Action Plan. The last major update was 10 years ago, and the city and community needs have evolved since that time. Today, Sacramento is the fastest growing big city in California. Updates to these documents are needed to respond to community needs and to ensure the City takes full advantage of the opportunities that growth presents in an equitable and sustainable manner.

Meeting-in-a-Box Overview

What should Sacramento be like in 2040? Meeting-in-a-Box is a community engagement method designed for use by community groups, neighborhood associations, or friends to gather at a convenient time and location to share their ideas and proposals for the future of the city. Discussions related to the future of Sacramento should not be limited to those organized by City staff but instead such discussions should happen wherever and whenever it is convenient and meaningful for a group of interested people to get together and talk.

The following is the Meeting-in-a-Box kit which contains helpful tools to hold your own discussion. Meeting- in-a-Box can be downloaded from the project website, activated at your own meeting, and the results of your discussion can be returned to the City as indicated below.

Process Overview

Meeting-in-a-Box is organized into three parts:

Prepare
The steps that the host must take in advance of the meeting

Activate
The "Day-of" steps for set-up and facilitation of the meeting

Return
The Phase when the materials are collected and returned to the City

The purpose of Meeting-in-a-Box is to raise awareness of Sacramento 2040 General Plan Update process, share your thoughts and experiences that will help direct the visioning and future of Sacramento, and identify ways to improve interaction between community members and the City. Meeting-in-a-Box will help frame your discussion at your meeting.

Contents

Prepare
- Process Overview
- Host Check-List
- Sample Invitation

Activate
- Guest List
- Meeting Agenda
- Presentation
- Participant Worksheet
- Group Priority Worksheet
- Engagement Survey

Return
- Host Feedback Form
- Return Instructions
- Project Contact Card

Prepare

1. Reserve a meeting location

Identify and reserve a location for your meeting. Host a meeting at a place where everyone can access it and that it is convenient to travel to. It can be at a community center, your local library, place of worship, coffee shop, or even your living room.

The location should be able to accommodate the number of participants you expect to join the conversation.

2. Invite

A group of 8-12 people is an ideal size, but other group sizes can work (see tips for breakout groups below). Identify and invite your participants. This can be done through an invitation in the mail, email, phone, or social media. The sample invitation can be used as a template and printed, filled out, and mailed to participants.

3. Remind

Call and/or email the people on your invitation list 1-2 days before the scheduled meeting to remind them to attend.

Activate

4. Set-up

Before the meeting, set up the space to accommodate the number of expected participants. For small groups, arrange chairs in a circle. For large meetings, arrange chairs in small breakout groups.

Sort copies of the Participant Worksheets and Group Priority Worksheets into sets for the participants. Make sure to have enough pens available. Have the Guest List near the entrance for individuals to sign-in.

Tips!
- If you do break into small groups, give the group a name or number to distinguish the small groups. Note this on the Participant Worksheet and Group Priority Worksheets.
- You may choose to use the worksheets included, or you may feel more comfortable using other materials, such as large flip charts or laptop computers. If you do use something other than the worksheets provided, please make sure you include information from the worksheets.
- If you choose to take pictures of flip charts, please make sure it is readable.
- For additional resources visit www.sac2040gpu.org for related plans and interactive maps

5. Welcome and introductions

Take a few minutes at the beginning of the meeting for introductions. Ask people to tell something about themselves other than their neighborhood so that everyone gets a better sense of who is participating and why. Do not, however, spend too much time on introductions. Review the discussion questions and answer any questions about procedure before beginning the main activities.

Understand what the general plan is by watching the presentation, which can be found online at https://www.youtube.com/watch?v=TgX4cK7YsrM. This presentation will help spark ideas and conversations for the upcoming exercises.

6. Facilitate

Lead a small group discussion. Do your best to keep everyone on topic and make sure time is allocated for group members to answer all discussion questions on the Participant Worksheet. You are also a participant and can share opinions as an equal member of the group, but make sure everyone has a chance and feels comfortable to express his or her opinion. Try to make the meeting relaxed and enjoyable for all participants.

7. Exercises

Answering the discussion questions should occupy the majority of the meeting time. Give participants a couple of minutes to think about each question and list answers on their Participant Worksheet before beginning to go

around the group for answers. If your group prefers a more free-flowing discussion, make sure everyone has a chance to speak and one or two people do not dominate the conversation.

One person should take notes of the roundtable discussion. After everyone has had a chance to express their perspective on the question, ask the group to prioritize the responses. The note-taker should read back the responses, and have participants vote on each item to determine the top three priority items.

The top three priorities will be recorded on the Group Priority Worksheet. Continue having the discussion and explain why the three highest priorities were selected. If a consensus cannot be reached, record the discussion on the Group Priority Worksheet. Repeat this process for any other questions.

Leave time at the end of the meeting for participants to fill out the Engagement Survey. Respect people's busy schedules by starting and ending on time.

8. Wrap-up

If you have divided participants into small groups, reconvene the larger group. Summarize the discussions and the identified consensus priorities. If there are no additional questions or comments, ask participants to fill out the Engagement Survey. Be sure to turn in all materials when returning your Meeting-in-a-Box.

Distribute the Project Contact Card, which are attached on the final page, to participants so they can find more information about the visioning and planning process, and look for upcoming activities and ways to be involved.

Fill out the Host Feedback Form after the completion of the meeting. Be sure to thank everyone for participating!

➡ Return

9. Create a meeting ID code

Create a code to your meeting following the instructions below. Fill this code into the appropriate spaces in the upper right hand corner of the Group Priority Worksheets, Participant Worksheets, Guest List, and Host Feedback Form. The Engagement Surveys will not require a Meeting ID Code to be filled out.

How to Create a Meeting ID Code

GPU - ■■ - ■■■■■■

First three spaces:	GPU
Next two spaces:	Your initials
Last six spaces:	Month, day, year of your meeting

Example Meeting ID Code

Name: Remi Mendoza

Date of Meeting: April 22, 2019

GPU - R M - 0 4 2 2 1 9

10. Package and send

Sort the materials as follows:

- Group Priority Worksheet
- Participant Worksheet
- Engagement Survey
- Guest List
- Host Feedback Form

Package all materials together and return Meeting-in-a-Box using one of the methods below.

- Method 1: Scan & Email materials to Katie Durham at kdurham@aimconsultingco.com
- Subject line: "Meeting-in-a-Box"
- Method 2 : Mail to
  "Attention: Sacramento2040 2523 J Street, Suite 202, Sacramento, CA 95816"
- Method 3: Drop-off at AIM Consulting, 2523 J Street, Suite 202, Sacramento, CA 95816

If none of the return methods above will work for you, please email kdurham@aimconsultingco.com with the subject line: "Meeting-in-a-Box Pick-Up" to arrange for alternative return methods.