

BLUEPRINT DOWNTOWN

DEVELOPING A VISION FOR DOWNTOWN JUNEAU'S AREA PLAN



MEETING TO GO FACILITATOR PACKET

Thank you for sharing your thoughts and working to develop a shared vision for Downtown Juneau. Your Meeting to Go conversation will supplement information gathered through surveys and community meetings. These community discussions are critical to the process of shaping a vision for Downtown Juneau's Area Plan.

Meeting Purpose

- Encourage civil discourse & discussion about Juneau's future.
- Identify community strengths & challenges.
- Identify specific issues that you and your group members would like to see addressed in the Downtown Juneau Area Plan.

Materials Needed

- Copies of "Participant Packet" for each participant.
- Pencils or pens for each participant to take notes.
- A few large sheets of paper or a surface where group notes can be visible.
- Water or light snacks for participants.
- A space to comfortably host a 1.5 - 2 hour meeting.

Step 1: INVITE

Identify a group to participate. A group with 8-12 participants is the best size for a small group discussion, but if you are comfortable you can invite more people. Remind participants a day before the meeting!

Step 2: MEETING SETUP

Select a location where all participants can comfortably sit. Have enough pens/pencils and other materials available. Have copies of the "Participant Packet" for everyone. If you need help with copying, contact CBJ Community Development Department at (907) 586-0715.

Step 3: FACILITATE

Remember, these meetings are designed to encourage group conversation. If you are hosting a large meeting (more than 15 people), consider breaking into smaller groups of about 8-10 people and ask someone to take notes and facilitate each group. Breaking into small groups will let people join more fully in the conversation.

At the start of the meeting, review the following group discussion guidelines with the group.

Group Discussion Guidelines

- Everyone should have an equal opportunity to talk and be present in the conversation.
- Listen, be honest but avoid criticizing, and respect the time limits.
- Keep an open mind and try to understand other viewpoints.
- Be concise-express your ideas without making speeches.
- Try not to interrupt the facilitator or other group members.
- Avoid making things personal during the discussion.
- Silence your cell phone.

Lead the discussion by making sure the meeting follows the agenda, stays on topic, and addresses all the discussion questions. As the meeting host, you are also a participant and can share your opinions as an equal member of the discussion. But, also make sure that everyone has an opportunity to express his/her opinions. Try to make the meeting relaxed and enjoyable for everyone.

Total Meeting Time: 1.5 - 2 hrs

Welcome and Introductions (5 minutes)

Take a few minutes at the beginning of the meeting to thank your participants and allow for introductions. Ask participants to share briefly why they care about the future of downtown Juneau.

Review the discussion guidelines, briefly describe the agenda and discussion process, and answer any questions about the procedure before beginning the main activities.

Activities 1 - 4 : Small Group Discussion and Priorities (80 - 90 minutes)

The discussion activities should take up most of the meeting time. Each discussion activity begins with a few minutes for participants to think quietly about the question and record their individual responses. Ask for a volunteer to share one of their responses. Record their response on a flip chart sheet or black/white board for everyone to see. Allow each participant to share.

To save time transcribing, you may wish to record responses directly onto a laptop.

Once all responses have been recorded, work with the participants to consolidate responses that are the same or very similar and then prioritize the responses.

Activity 5 : Final Reflection (10 mins)

This is a chance for participants to reflect on what they have learned from others during this process.

Step 4: MEETING WRAP-UP

If you divided participants into small groups, reconvene the larger group. Remind participants they can remain involved in the process through <https://blueprintdowntown.org>.

Thank participants for helping to shape the future of Downtown Juneau!

Step 5: RETURN INSTRUCTIONS

- Collect all Participant Packets, Sign-in Sheet and any group notes.
- Return Materials

Option 1: Online Form (preferred method)

Navigate to the Meeting to Go feedback page and share your group's feedback. Deadline for submissions is Oct 20th, 2018: <https://blueprintdowntown.org/meeting-to-go/>.

Option 2: Email

Email scanned or typed packets and legible notes to blueprintdowntown@juneau.org

Option 3: Mail or In-Person Delivery

Deliver packets and legible notes to Laura Boyce at CBJ Community Development Department, fourth floor of the Marine View Building.

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