

Climate Action Plan Resident Engagement: Pre-Meeting Presentation Guide

For Climate Action Plan Meeting Hosts *Using Slides*

Meeting Overview.

- ☐ We created this meeting guide with the intent that the meeting could be delivered virtually over an electronic platform like Zoom or Webex or in person in groups of less than ten with appropriate social distancing/masking.
- ☐ With the increased number of COVID-19 cases in our community, we understand that community leaders and community members may not wish to meet in person with people outside their household and may not have access to technology to meet virtually.
- ☐ ***If you would like to deliver the meeting without slides, please use the “CAP Toolkit_Discussion Guide (no slides)” that can be delivered 1:1 or in small groups over the phone.***

Pre-Meeting Checklist. These are the items you should decide on and actions to take prior to hosting a meeting:

One Week Prior to the Meeting

- ☐ Set up an online meeting link or identify physical meeting space
- ☐ Include a link to the materials packet
 - Make sure it includes the meeting agenda and draft Climate Action Plan (either a link to the [Sustainable Columbus website](#) or PDF) with a request to skim it to understand the context of action that will be discussed
- ☐ Send meeting invitation with meeting purpose, desired outcomes, and agenda

One Day Prior to the Meeting

- ☐ Send final reminder about tomorrow’s meeting
- ☐ Review the facilitation agenda.
 - If you have any questions about how to conduct the meeting reach out to Jenna Tipaldi jetipaldi@columbus.gov or Alana Shockey arshockey@columbus.gov.

Pre-Meeting Considerations.

(1) Location: You could lead small meetings in your driveways, backyards, or living rooms with members of your immediate family. Or you could hold them in neighborhood centers like houses of worship, senior centers, and libraries with COVID-19 precautions (masks worn by all participants and at least 6 feet of social distancing). **For groups that do not want to meet face-to-face due to health risks, it is recommended that meetings proceed virtually; the city can help set up a virtual meeting if needed.**

(2) Invitations. You may want to reach out to participants early to test their interest and/or choose a date. You may want to keep the meeting size in the 5-10 participant range to allow for robust and manageable discussion. If possible, please collect the participant information below and provide it back to Jenna Tipaldi and Alana Shockey so that the City can keep participants informed as the Climate Action Plan progresses.

Table 1. Potential Invitation List.

Name	Affiliation, if applicable	Email Address	Phone Number
Stakeholder Check:	<i>Based on the one primary issue this meeting will address, is anyone missing from this list? Should anyone else be invited to join and add to the discussion?</i>		

(3) Invitation Template.

Here is a sample email invite you can send:

The City of Columbus wants our opinion on their draft Climate Action Plan here, [[insert link](#)]. The purpose of this conversation is to understand the potential positive and negative consequences of these actions on those of us who live in our neighborhood.

You are invited to participate in a discussion from [[example time: 6:00 – 7:00 pm](#)] on [[example date: October 20, 2020](#)] at [[example location: Zoom link](#)]. A brief agenda is below, and a save the date appointment will follow. We hope you can join us!

[Organizer Name]

Agenda summary:

- **Host welcome:** agenda review and materials orientation
- **Introductions:** name, affiliation if applicable, and current biggest challenge
- **Climate action overview:** what is climate change, why does it matter, vision for engagement
- **Climate action discussion:** how will the draft plan positively and/or negatively impact our lives?
- **Next steps:** informing the City now and in the future

Facilitator Roles. As the meeting host you will explain the meeting process and guide the group's progress through the agenda. You will want to be sure to:

- Keep time and move the group through the discussion so that everyone has the chance to speak
- Be neutral, holding back your own opinions and deflecting questions back to the group
- Ask for thoughts, make summary statements, and ask clarifying questions to highlight themes
- Take notes during the discussion or have a designated note taker on to help capture summary statements and to watch the chat box / hand raising

Facilitator Techniques

- **Summarize:** "What I heard you say is..." and "It sounds like X is important to you, correct?"
- **Clarify:** "Could you help me understand that?" or "Could you explain what Y means?"
- **Highlight:** "I'm hearing that as a group we are valuing X and Y. What else?"
- **Ensure participation:** "To ensure everyone has a chance to speak, I'd like to hear from X and Y" or "Does anyone we haven't heard from yet want to speak?"

Climate Action Plan Resident Engagement: Day-of Meeting Guide

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Day-of the Meeting Checklist

- ☐ If virtual, you may want to log in 15 minutes early to avoid technical difficulties
- ☐ If meeting in a physical location, you may want to arrive 30 minutes early to set up seating / presentation

Meeting Goals

- ☐ **There is not one way to deliver this material. Do what works for you.**
 - Our goal to learn from residents what climate actions they think we should take and what the positive and negative consequences of different climate actions might have in the community.
- ☐ **Let residents get creative, ask them to be honest, and most importantly have fun.**
- ☐ **Collect feedback.**
 - The most important part of this work is making sure that resident thoughts are communicated back to the City.
 - Please collect feedback yourself on the form below and build time into the meeting/conversation for you or resident to go to Google form to submit feedback/thoughts directly to the City.

Detailed Facilitators Meeting Guide & Agenda

Time	Item / Materials	Process	Lead
5 minutes	Welcome: agenda review and materials orientation Slide 0	Welcome the group and introduce yourself, then explain: <ul style="list-style-type: none"> The purpose of the meeting today is to discuss the proposed Climate Action Plan and ask for your thoughts on the plan. The ground rules for discussion today will be to: <ul style="list-style-type: none"> Be respectful of each other, allowing everyone time to speak, Be present, and Be honest and direct about the impact these actions might have in our neighborhood 	Host
5 minutes	Introductions Slide 0	Round-robin introductions: <ul style="list-style-type: none"> Name and organization, if applicable 	Host facilitating

Time	Item / Materials	Process	Lead
10 minutes	Overview of the Climate Action Plan Slides 1-7	<ul style="list-style-type: none"> Slide 1 (Optional Video)– Bill Nye on Climate Change – <i>Pro-tip: only use this video if you have tested the technology and know it will work</i> Slide 2 – Climate Solutions the Columbus Way – We have to act now because Columbus is getting hotter and wetter and the City wants to ensure that benefits of climate action are being received by the communities hit first and worst by its impacts Slide 3 – Climate Action will bring benefits to our community in the form of climate justice, human health, environmental benefits, and economic prosperity Slide 4 – (Optional Video) Video on Environmental Justice - <i>Pro-tip: only use this video if you have tested the technology and know it will work</i> Slide 5 – Our Commitment to Climate and Environmental Justice - the root causes of climate change, environment injustice, and racial inequity are the same and the solutions will be complementary Slide 6- Discussion Break – Ask meeting participants the questions on the slide Slide 7 – We’ll talk about 3 climate actions today: saving energy, water, and money at home, mobility solutions for all, and supporting local businesses 	Host presenting
5 minutes	Climate action in Columbus: saving energy, water, and money at home Slides 8-9	<ul style="list-style-type: none"> A 3-5 min. overview of the City’s climate actions to be discussed: <ul style="list-style-type: none"> Read goal statement from the CAP Review “did you know” Slide 9 – These are areas where residents can save on energy and water 	Host presenting and facilitating
10 minutes	Discussion and Feedback: Give participants time to log on to the Google Form on their phone or computer Slide 10	<ul style="list-style-type: none"> Ask the open ended questions on the slide Ask about possible barriers Record responses in form below <p><i>After group discussion, collect feedback form:</i></p> <ul style="list-style-type: none"> Confirm that the participant is in the Google Form Review the questions in the Google Form Give participants 3 minutes to complete form Ask if each participant individually was able to submit the form 	Host facilitating

Time	Item / Materials	Process	Lead
5 minutes	Climate action in Columbus: mobility solutions for all Slide 11	<ul style="list-style-type: none"> A 3-5 min. overview of the City's climate actions to be discussed: <ul style="list-style-type: none"> Read goal statement from the CAP Review "did you know" Read additional points in slide notes 	Host presenting and facilitating
10 minutes	Discussion and Feedback: Give participants time to log on to the google form on their phone or computer Slide 12	<ul style="list-style-type: none"> Ask the open ended questions on the slide Ask about possible barriers Record responses in form below <p><i>After group discussion, collect feedback form:</i></p> <ul style="list-style-type: none"> Confirm that the participant is in the google form Review the questions in the google form Give participants 3 minutes to complete form Ask if each participant individually was able to submit the form 	Host facilitating
5 minutes	Climate action in Columbus: supporting local businesses and clean energy jobs Slide 13	<ul style="list-style-type: none"> A 3-5 min. overview of the City's climate actions to be discussed: <ul style="list-style-type: none"> Read goal statement from the CAP Review "did you know" Read additional points in slide notes 	Host presenting and facilitating
10 minutes	Discussion and Feedback: Give participants time to log on to the google form on their phone or computer Slide 14	<ul style="list-style-type: none"> Ask the open ended questions on the slide Ask about possible barriers Record responses in form below <p><i>After group discussion, collect feedback form:</i></p> <ul style="list-style-type: none"> Confirm that the participant is in the Google Form Review the questions in the Google Form Give participants 3 minutes to complete form Ask if each participant individually was able to submit the form 	Host facilitating
2 – 3 minutes	Resident driven solutions Slide 15	<ul style="list-style-type: none"> Ask the open ended questions on the slide Encourage participants to visit the Consider.it website to share additional ideas after the meeting 	Host facilitating
3 – 5 minutes	Summary of next steps Slides 16-17	<ul style="list-style-type: none"> Summarize key themes from the group Identify any follow-up questions for the City Decide if there is value in meeting again, and if so, when 	Host

Meeting Follow-up Checklist: Send notes to the City using the following template:

Climate Action Plan Resident Engagement: Discussion Notes

Implications of the action on residents

Action 1	<i>Saving Energy, Water, and Money At Home</i>			
Notes from open-ended questions:	Expected impact of action on you and your neighbors	Impact of action on elderly, children, low-income, and people of color	Barriers or obstacles to success	Support services needed

Action 2	<i>Mobility Solutions for All Columbus Residents</i>			
Notes from open-ended questions:	Expected impact of action on you and your neighbors	Impact of action on elderly, children, low-income, and people of color	Barriers or obstacles to success	Support services needed

Action 3	<i>Supporting Local Businesses</i>			
Notes from open-ended questions:	Expected impact of action on you and your neighbors	Impact of action on elderly, children, low-income, and people of color	Barriers or obstacles to success	Support services needed