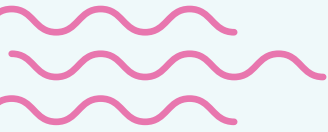


Meeting Host Kit



Meetings on the Go





Help shape the future of Kalamazoo!

Thank you for serving as host for one of the Meetings on the Go - a meeting that can be done in as little or as much time as you have. This packet will help assist you with preparations for a smooth meeting. Meetings on the Go is designed for community groups, clubs, neighborhood associations or friends to gather at a convenient time and location to share their opinions about the future of the city.

This Meeting on the Go "kit" contains everything needed to hold your own discussion including instruction sheets for the host/facilitator, discussion questions, worksheets for participant responses, feedback questionnaires, and directions for recording and returning responses.

Imagine Kalamazoo is about creating a more prosperous future for our city. Community leaders like you are critical to this process, and we appreciate your willingness to contribute. We need to reach all members of our community. Your assistance will help us ensure that everyone's voice is heard. Your meeting will supplement the citywide community meetings. These meetings give residents who could not attend the opportunity to discuss issues in a group setting, or individually to provide input that will help shape the vision and policies in the City of Kalamazoo.

We appreciate your help!

Sincerely,

City of Kalamazoo





Complete your Meeting on the Go Online

You can also complete your Meeting on The Go online by scanning the QR code below.






What's Included in this Kit?

Host Guide

Guide walking you through the five steps to hosting your Meeting on the Go.

- 1 Identify** - Determine the people you will invite and when/where you will be meeting.
- 2 Setup** - Prepare the materials you'll need for your meeting
- 3 Invite & Remind** - Invite your attendees to join the meeting and send them a reminder.
- 4 Facilitate** - Lead small group discussions with your group and record the results.
- 5 Return** - Return all your materials to the City of Kalamazoo.










Contact Us At:

-  311 or (269) 337 - 8000
-  hello@kalamazoo.org
-  245 N Rose St, Suite 100



Scan to complete
your Meeting On
the Go online

Meeting Materials

-  **Invitation Template** - An idea of information to provide.
-  **Sign In Sheet**
-  **Meeting Agenda** - To keep a focused meeting, with the included questions and proposed time limits.
-  **What is Imagine Kalamazoo 2035?** - Gives a brief overview, timeline, and how to stay connected.
-  **Participant Worksheet** - Make enough copies for everyone in your group or request them.
-  **Group Priorities Worksheet** - Use these sheets to record group responses and top priorities of the group.
-  **Parking Lot** - To record questions or comments that aren't related to the current discussion.
-  **Host Feedback Form**
-  **10 Minute Meeting Response Form** - Limited on time? Want to just pass these around? No need to have a group discussion, these forms can be used for individuals that want to participate quickly!



Host Guide



5 Steps to Hosting a “Meeting on the Go”

1 Identify

Identify 8 to 12 participants to attend your meeting. (This is the ideal size for group discussion, but if you are comfortable, you can invite more people). Then pick a day, time, and location that works best for your attendees. Be sure your location has a spot where all the participants can comfortably sit around a table together.

2 Set Up

Materials:

Meeting on the Go is designed to be used with a variety of groups. The instruction and worksheets contained in this kit are intended to provide a framework for your meeting, and the discussion questions included are the same as those asked in the Citywide community meetings.

You may choose to use the worksheets included, or you may feel more comfortable using other materials, such as large “flip charts” or a computer or tablet. Be sure to turn in all materials when you return your Meeting on the Go results.

You can copy the materials for your meeting, as many as you will need. If you don't have a printer or a copier, please contact us prior to your meeting and we can prepare the materials for you! Sort copies of meeting materials into sets for participants and be sure to have enough pens/pencils available.

Optional:

You may also want to consider if there is someone who can take a few photos of the meeting and if you would like to provide light refreshments for attendees.

3 Invite & Remind

Depending on what works best for you and your attendees you can send meeting invitations via email, mail, over the phone, or in person. Use the included **Invitation Template** as a guide for your meeting invitations. You may want to include the language in an email invite or reproduce the template itself for invitations sent by mail. Approximately 1 to 2 days prior to the meeting send a reminder to the people you invited.

4 Facilitate

Lead a small-group discussion, making sure the meeting stays on topic and all questions included for discussion are answered, or put into the "**Parking Lot**". You are also a participant and can share your opinion as an equal member of the discussion, but make sure everyone has a chance to express their opinions. Try to make the meeting relaxed and enjoyable for all participants.

Group Logistics:

These meetings are designed to encourage group conversation. If you are hosting a large meeting, we suggest that you break into small groups and ask that a group member(s) serve as a note-take/ recorder and a group member serve as a 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. If you do break into groups, please name/ number the groups and note this on the response sheets or submit multiple forms.



Group Discussion Rules:

Each facilitator should review a set of “ground rules” for the discussion (below). You may want to write or print out these rules for the group.

- Everyone should have an equal opportunity to talk and be present in the conversation.
- Focus on your group's discussion.
- Listen, avoid criticizing, and respect limited time.
- Be honest, and try to understand other viewpoints.
- Try not to interrupt the facilitator or other group members.
- Avoid making things personal during the discussion.
- Turn off your cell phone please!

Welcome & Introductions:

Greet attendees when they arrive and encourage them to sign the [Sign In Sheet](#). If people are uncomfortable with providing contact information then respect their privacy.

Take a few minutes at the beginning of the meeting for introductions. Ask people also to tell something about themselves other than their name (i.e. their neighborhood, affiliations, interest in Imagine Kalamazoo etc.) Don't spend too much time on this activity, but be sure to review the ground rules and the procedures before beginning the main activities.

Activities A, B, C & D:

Activities will involve asking attendees a list of questions that they can first answer on their own before discussing with the group or if you have a small group you can do it together.

- 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 persons do not dominate the conversation.

After discussing, ask the group to prioritize their responses on the [Group Priorities Worksheet](#). Facilitators may need to have members vote on each item and then tally the votes to determine priorities.

Activity E:

We will ask this question at the end of every discussion. As different needs arise with every topic and idea. Please ask the group to identify community leaders who should be contacted by the City as a part of the Imagine Kalamazoo 2035 outreach plan. If you have broken into small groups you may wish to reconvene as a single large group and work together. Use the prompts on the Worksheet to help group members consider whether they know of others who should be specially included. Record the names on the [Group Priorities Worksheet](#). It is not necessary to collect detailed contact information but an affiliation or description of a person's background/interest should be provided with their name.

Wrap Up:

If you divided participants this is the time to get the entire group back together. Remind everyone to look at the [What is Imagine Kalamazoo 2035 Sheet](#), and encourage everyone to participate in future meetings or provide additional feedback through the Imagine Kalamazoo website. Then collect all of the worksheets: [Participant Worksheets](#), [Group Priorities Worksheet](#), and the [Sign In Sheet](#). Be sure to thank everyone for participating and announce the next meeting if you intend to host another Meeting on the Go for the next phase.

5 Return

After the meeting, begin preparing materials for return to the City. For meetings with more than one group keep each group's materials together. Please remember to include your [Host Feedback Form](#) with the package. If you are unable to directly send the materials in, please call or email us and we can send someone to pick them up from you at your convenience. If you took any photos at the event please email them to the email below as well. **Materials should be returned within 7 days.**

Contact Us At:



311 or (269) 337 - 8000



hello@kalamazoocity.org



245 N Rose St, Suite 100



Scan to complete
your Meeting On
the Go online



Meeting Materials



Imagine Kalamazoo 2035



Community Meeting

Help shape the future of Kalamazoo!

Join us at a small community meeting to share your stories, thoughts, and ideas for what you imagine for Kalamazoo's future! Your input will help inform Kalamazoo's next ten year Strategic Vision and Master Plan which will create a road map to accomplish future projects and policy changes. There's a lot of work to be done and we need your help!









Sign in Sheet



Meeting Date: _____ Host: _____

Facilitator: _____ Contact Email: _____

Name:	Email:	Neighborhood/ Organization:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Meeting Agenda



1 Welcome & Introductions

10 mins

- Sign In
- Welcome & Introductions
- Group Discussion Rules

2 Activities A, B, C, & D

35 mins (or as long as you need)

- **Activity A:** Kalamazoo's Changes & Challenges
- **Activity B:** Defining a Happy & Healthy City
- **Activity C:** How can Kalamazoo become Happier & Healthier
- **Activity D:** Partnerships & Community
- **Prioritize:** Record the group's priorities

3 Activity E

5 mins

- **Activity E:** Who else should be part of this discussion?

4 Wrap Up

10 mins

- Thank You!



**Times are based on a 1 hr meeting, feel free to adjust as needed.*

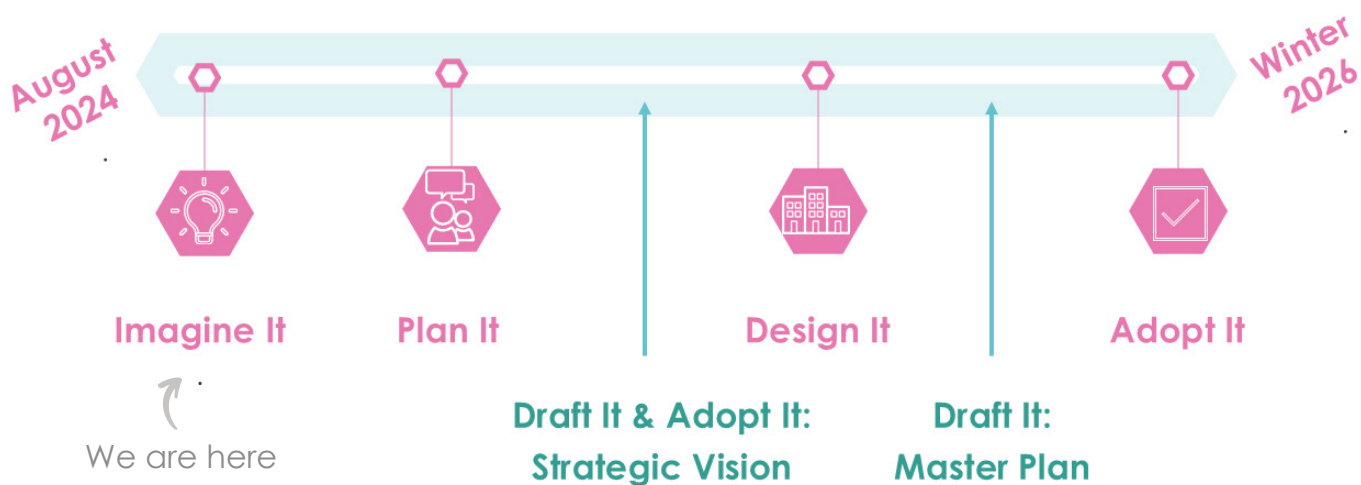
What is Imagine Kalamazoo 2035?



Overview:

Imagine Kalamazoo 2035 (IK2035) is all about engagement: engagement with citizens, community groups, businesses, developers, investors, philanthropists, government and YOU. We're imagining a vision for Kalamazoo's future – discussing it, planning it, designing it, and acting on it.

Timeline:



Stay Connected:

Learn more about what's happening with Imagine Kalamazoo and stay up-to-date by scanning the QR code or visiting www.KalamazooCity.org/IK2035



Thank you for your input, we hope to see you at another event!

Participant Worksheet



Activity A:

1. What has changed for the better in Kalamazoo in the last 10 years?

2. What has continued to be a challenge in Kalamazoo?

Activity B:

1. Describe what a happy and healthy city means to you.

2. Is there something in your neighborhood that exemplifies the nature of a healthy and happy city?

3. What needs to stay, endure, be built upon for Kalamazoo to be the happy and healthy city you described?

Activity C:

1. What is needed to achieve the happy and healthy city you describe?

2. What are the barriers or challenges to reaching the goals you describe?

Activity D:

1. What role does the community have in creating a happy and healthy city?

2. Are there partnerships to be that could help create a happy and healthy city?



Scan to complete this worksheet online

Group Priorities



Meeting Date: _____ Host: _____

Facilitator: _____ Contact Email: _____

Describe what a happy and healthy city means to you. List the top group responses:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

What needs to stay, endure, be built upon for Kalamazoo to be the happy and healthy city you described? List the top group responses:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

What is needed to achieve the happy and healthy city you describe? List the top group responses:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

What are the barriers or challenges to reaching the goals you describe? List the top group responses:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Activity E:

Spend a few minutes brainstorming people and organizations that should be involved in future meetings. Who should be contacted? What are the best ways to include them? Who can help us spread the word about Imagine Kalamazoo?

Parking Lot



Did you have input or ideas that came up during the discussion but weren't necessarily related to the topic at hand? Record those here!

Host Feedback Form



What did you think about Meetings on the Go? We need your feedback to help us improve this outreach method!

1. How useful is the Meeting on the Go for broadening the range of public input?

VERY POOR POOR ACCEPTABLE GOOD VERY GOOD

2. Were the materials easy to understand and use?

VERY POOR POOR ACCEPTABLE GOOD VERY GOOD

3. How should we improve Meetings on the Go?

4. Please rate the following aspects of your meeting from 1 to 5. (1 is poor, 5 is excellent)

Overall	1	2	3	4	5
Participant Engagement	1	2	3	4	5
Quality of group discussions	1	2	3	4	5
Group satisfaction with outcomes	1	2	3	4	5

5. Would you host a Meetings on the Go event again? YES NO

WHY: _____

6. Would you recommend Meetings on the Go to others? YES NO

WHY: _____

7. Please rate the overall effectiveness of the Meetings on the Go technique:

VERY POOR POOR ACCEPTABLE GOOD VERY GOOD

8. Do you plan to attend future Imagine Kalamazoo events? YES NO

Have a shorter time?



10 Minute Meeting

If you don't have time for a full Meeting on the Go, another option is to have participants fill out this quick version.

1. What has changed for the better in Kalamazoo in the last 10 years?

2. What has continued to be a challenge in Kalamazoo?

3. Describe what a happy and healthy city means to you.

4. Is there something in your neighborhood that exemplifies the nature of a healthy and happy city?

5. What needs to stay, endure, be built upon for Kalamazoo to be the happy and healthy city you described?

If you need more time, you can mail this to us later or take a photo and email it to:



hello@kalamazoocity.org



245 N Rose St, Suite 100