

Acton 2020

BURNING ISSUES: Proposed Meeting Format /DRAFT 9 Feb 2011

Preliminary Ideas Regarding Meeting Format (2. 5hours)

WELCOME AND INTRODUCTION

1. PRESENTATION of some facts – powerpoint

2. “EXPERTS”

presentation - brief panel/ roundtable ???

OR identify specific individual “experts” to invite
could be part of questions and answers segment

OR could have “experts” working on issue present their
sense of

- existing conditions – opportunities and challenges
- on-going plans
- goals for the future

3. ROLE-PLAY OF TRADE-OFFS

Purpose of role play: to highlight variety of points of view
and potential tradeoffs of goals & decisions

- “Staged skit” performed by Consultants & Committee

OR

- Role-playing by participants (in break out groups)

prepare “role play perspectives” descriptions

(30 minutes – 60 depends on which format is selected)

Highlights of presentation will also be available in
handouts

EXPERTS – need to invite (who?) & determine
role (formal or informal) – could be there to answer
questions OR to make formal presentation. The
latter would take more time and would have to
include a question and answer segment (more
time taken from participant discussion time)

“Staged Skit”: If performed by Consultants & Committee
– do in large group format, before break out groups; can
control time much better (develop scenario or answer
questions)

Participant Role-play: If role-play undertaken by
participants then do a short somewhat humorous “demo”
and then do role play in small break out groups; has
potential for more impact on attitude shift (empathy and
understanding of variety of points of view) and ultimately
on community conversation

Purple = committee decision

yellow = consultant work to be done

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SMALL GROUP DISCUSSION (10 /group)

If role play of trade-offs done by participant, then assign each participant with a partner and a role with specific instructions, set up discussion

Assign individuals a goal to represent; they will be given 2 handouts:

1. a 2-3 page summary: HIGHLIGHTS from the Inventory (this information will also be presented in the intro powerpoint
2. a ROLE GUIDE with the most recent (Phase II) goal and objectives language and how this goal might relate to the topic and potential trade-offs **and ????**
+ list of questions for discussion

1. Begin with a few questions that participants must answer “in character” in order to highlight variety of points of views and potential tradeoffs
2. If dramatization done as “staged skit” Move directly to ---Specific questions for each topic AND use of map with question which included issue of geographic location

(60 - 90 minutes, depends on which format is selected)

HIGHLIGHTS PAGE(S) 2-3 sided hand out PER BURNING ISSUE

Key Points to Consider (from summary sheet / inventory)

At least one graphic

Opportunities and Challenges posed by Existing Conditions

Participants will be given a few minutes to discuss their response with their partner. They will have some “script” guidance

Ask some questions focused on identifying desirable locations. Use map and “props” (legos, pipe cleaners, etc.) to illustrate these. Locate existing resources, add comments/suggestions future

Use different map for each or simplify and use the same (include existing conditions info or simple base map?)

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3. Concluding Questions (same for all three burning issues)

- What would you say are your main concerns regarding this topic following our group's conversation?
- What are your main objectives regarding this topic for Acton?
- Please suggest up to 3 remedies that would help to achieve your objectives

Participants will be asked to prioritize their recommended action steps (answers to last concluding question)

LARGE GROUP DEBRIEF (30 minutes)

Share well defined limited responses

OVERALL

LARGE SHEETS ON WALL WITH **MAP** FOR COMMENTS ON TWO OTHER BURNING ISSUES

Choose key questions or use concluding questions for all three (see above)?

BACK OF AGENDA- space for people to add their "other" burning issues

MAPS – with stickies, colored pencils & "props" for each of the three burning issues

FLIPCHARTS – use to record discussions

RELEVANT REFERENCES

Provide relevant reports, etc. for reference

- Other town reports (e..g housing – To Live in Acton report, etc.)
- Committees, Boards related to issue – relevant info (e.g. Connections, -- town shuttle schedule)
- Inventory drafts -- ???

Have relevant "experts" on hand for info and questions

Relevant maps – from inventory

PUBLICITY

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Publish separately and as a “block”

Community Workshops on Acton’s “Burning Issues”

Open to all Acton residents	Date/Time	Location
Housing ???????	March 3, 2011 7:00 – 9:30 p.m.	Town Hall Room 204
Economic Development ???????	March 9, 2011 7:00 – 9:30 p.m.	Town Hall Room 204
Sustainability ???????	March 12, 2011 2:00 – 4:30 ???p.m.	Town Hall Room 204

Outreach and Publicity

- Review previous outreach efforts
- Outreach to “experts” and other interested parties
- Committee members make personal invitations and try to bring 5 people to each meeting

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