Meeting-in-a-Box: Phase 2 - Big Questions

BACKGROUND

Minneapolis 2040 is an update to the City's Comprehensive Plan, a document that shapes how Minneapolis will grow and change. The plan covers topics such as housing, job creation, the design of new buildings, and how we use our streets.

On April 1, 2016, the City Council directed the Department of Community Planning and Economic Development (CPED) to update the policies of the City's Comprehensive Plan in service to the values of growth and vitality, equity and racial justice, health and resilience, livability and connectedness, economic competitiveness, and good government, and with a focus on guiding public and private investment in the built, natural, and economic environment.

WHY CIVIC ENGAGEMENT?

Civic engagement is a means for all people to bring their thoughts and voices and to share their own ideas, backgrounds, experiences, and expertise to collectively achieve a shared outcome. The *Minneapolis 2040* visioning process is an opportunity to promote quality of life in the Minneapolis community for residents, workers, and visitors in a manner that everyone can benefit from.

MEETING-IN-A-BOX OVERVIEW

What should Minneapolis be like in 2040? Meeting-in-a-Box is a civic 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 and debates related to the future of Minneapolis 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 everything you need 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. This Meeting-in-a-Box is the second of a series that will be available for download throughout the Comprehensive Plan process.
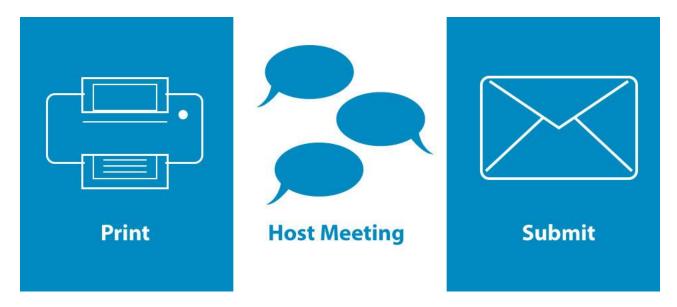
Thank You for Hosting Meeting-in-a-Box!

For reasonable accommodations or alternative formats please contact the Department of Community Planning and Economic Development at 2040@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 –Hadii aad Caawimaad u baahantahay 612-673-3500.

Overview

Meeting-in-a-Box is a tool to help you host conversations at a time and location at your convenience to share ideas and proposals for the future of the city. The tool is organized into three easy steps:

1. **Print** – Prepare for the meeting by visiting the Minneapolis 2040 website and print all materials.

2. **Host Meeting** – Facilitate the discussion among community members, and record responses.

3. **Submit** – Collect all materials and responses, and return to City staff.

CONTENTS

Below is the list of materials in Meeting-in-a-Box that can be found on the Minneapolis 2040 website:

- ✓ *Participant Worksheet*
  - o A series of questions that City staff is seeking feedback on for the comprehensive plan. Each participant answers the worksheet individually before the group conversation.
- ✓ *Group Priority Worksheet*
  - o A worksheet with similar questions from the Participant Worksheet. Participants are asked to form groups and share responses with a goal of reaching a consensus on priorities. If a consensus cannot be reached, record the group's comments.
- ✓ *Engagement Survey*
  - o A survey to provide City staff feedback on the effectiveness of the engagement method during the comprehensive planning process. The information will be used to improve the engagement process with the community. This is an optional survey.
- ✓ Host Feedback Form
  - o A form to provide City staff feedback on the design and effectiveness of Meeting-in-a-Box. Please provide us with any suggestions to help make the process easier for community members to use the tool.
- ✓ *Email List*
  - o Guest list for participants to sign in. Participants can subscribe to the Minneapolis 2040 email list by writing down their email on this sheet and have the Host return it to City staff.

ROLES

Defining roles can help create an interactive environment for everyone to participate throughout the meeting. There are three main roles with responsibilities in order to help keep your meeting running smoothly:

- **Host** (1) – Responsible for printing out materials, facilitating the meeting, filling out the *Host Feedback Form*, collecting all materials, and returning materials to City staff.
- **Note-taker** (at least 1) – Responsible for writing down notes from the discussion on the *Group Priority Worksheet*.
- **Participants** (everyone) – Responsible for engaging in the exercises, filling out the *Participant Worksheet*, and *Engagement Survey*.

PRINT

1. PREPARE MATERIALS *(HOST)*

Visit the Minneapolis 2040 website and print all materials in preparation for the meeting.

Be sure to print enough copies of the *Participant Worksheet* and *Engagement Survey* for each individual that will be attending.

HOST MEETING

2. INTRODUCTIONS *(HOST)*

Take a few minutes at the beginning of the meeting for introductions. Take the time to talk to participants about the reason for the meeting, and to review the discussion questions.

Pass around the Email List for individuals who are interested in subscribing to information about the planning process for Minneapolis 2040.

3. EXERCISES *(HOST, NOTE-TAKER, PARTICIPANTS)*

Answering the discussion questions should occupy the majority of the meeting time.

Give participants 5 -10 minutes to think about each question and list answers on their *Participant Worksheet* before beginning to go around the group for answers.

After this is completed, start having a group discussion to prioritize responses. If there are more than 5 people, consider breaking up into smaller groups.

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 three to five priorities will be recorded on the *Group Priority Worksheet*. Continue having the discussion and explain why the 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.

4. **WRAP-UP** *(HOST, PARTICIPANTS)*

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*.

Fill out the *Host Feedback Form* after the completion of the meeting.

RETURN

5. **CREATE A MEETING ID CODE** *(HOST)*

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 following sheets. This will help City staff identify materials.
- *Group Priorities Worksheets*
- *Host Feedback Form*
- *Email List*

How to Create a Meeting ID Code

CP2 -_ _ _ -_ _ _ _

First three spaces: CP2
Next three spaces: Your initials
Last four spaces: Month and day of your event (e.g. "1114" for November 14th)

EXAMPLE
Name: John Apple Sample
Date of Event: November 14th

CP2 - J A S - 1 1 1 4

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6. **PACKAGE AND SEND (HOST)**

Package the *Group Priorities Worksheet, Participant Worksheets*, *Host Feedback Form, Engagement Surveys,* and *Email List* together and return your Meeting-in-a-Box using one of the methods below:

- **Method 1**: Type your responses, or submit electronic copies into the SurveyMonkey form:
  https://www.surveymonkey.com/r/GC7T8K7

- **Method 2**: Scan & Email materials to:
  2040@minneapolismn.gov
  Subject line: "Meeting-in-a-Box"

- **Method 3** : Mail to or drop off at :
  Attention: Minneapolis 2040
  105 Fifth Avenue South #200
  Minneapolis, MN 55401

If the return methods above will not work for you, please email 2040@minneapolismn.gov to arrange for alternative return methods.

Thank You for Hosting Meeting-in-a-Box!

The City of Minneapolis is grateful for your time, thoughts, ideas, and participation in Meeting-in-a-Box. Your participation is part of a collaborative effort in shaping better housing, job creation, the design of new buildings, and how we use our streets.

For more information or to engage in the Comprehensive Plan process

Visit www.minneapolis2040.com

Follow us on Twitter @mpls2040

Call 3-1-1 Minneapolis Assistance Line

Participant Worksheet

The purpose of this worksheet is to brainstorm ideas for a vision of Minneapolis. Have the Host identify the primary topics that the group will discuss. Take a moment to individually review the relevant questions, and record your answers below. Please answer as many questions as it relates to topics you want to address. Be ready to share your responses to the questions with the group.

There are two parts in the worksheet: Part One: Big Questions is a series of topical policy questions, Part Two: Tying it Together is a series of visioning questions for your neighborhood and the city.

Part One: Big Questions

Transportation   **How do you want to get around the city in 2040? What keeps you from doing that now?**

Jobs   **What opportunities do you need to ensure you are financially stable and secure in 2040?**

Housing   **How will your housing needs change between now and 2040?**

Environment   **How do you think your life will be different in 2040 as a result of climate change?**

Participant Worksheet

Please use Part Two to talk about the vision for your neighborhood and the city. Think about the qualities and characteristics you look for in a place that would help make Minneapolis better.

Please answer as many questions as it relates to topics you want to address.

Part Two: Tying it Together

Vision　　　　**What does your ideal Minneapolis look like in 2040?**

What makes you feel connected to your neighborhood? Your city?

What do you love about your neighborhood? What would you change?

Group Priorities Worksheet

Group Number or Name (If there are multiple groups):

The purpose of the Group Priority Worksheet is for the group to reach a consensus on priorities among the various topics.

Invite everyone to share their responses. Identify the themes, and connections among the answers. Rank and record the priorities below. Answer as many questions as the group likes as it relates to the issues your group is working on.

If there are multiple groups, please add a group name or number to differentiate group responses.

If a consensus cannot be reached, please record the group's comments. Please use additional sheets as needed.

Part One: Big Questions

Transportation   **How do you want to get around the city in 2040? What keeps you from doing that now?**

Jobs   **What opportunities do you need to ensure you are financially stable and secure in 2040?**

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Group Priorities Worksheet

Group Number or Name (If there are multiple groups):

Part One: Big Questions (continued)

Housing   **How will your housing needs change between now and 2040?**

Environment   **How do you think your life will be different in 2040 as a result of climate change?**

Group Priorities Worksheet

Group Number or Name (If there are multiple groups):

For Part Two, as a group please identify qualities and characteristics in a place that will help make your neighborhood and the city better. Rank and record the priorities below.

If a consensus cannot be reached, please record the group's comments. Please use additional sheets as needed.

Part Two: Tying it Together

Vision

What does your ideal Minneapolis look like in 2040?

What makes you feel connected to your neighborhood? Your city?

What do you love about your neighborhood? What would you change?

Engagement Survey

The purpose of this survey is to provide staff feedback on the effectiveness of the different engagement methods during the Minneapolis 2040 Comprehensive Planing process.

The responses that are collected will be used to improve the process for future engagement with the community to ensure equitable access to information for all stakeholders.

1. How have you engaged with the Minneapolis 2040 Comprehensive Plan process so far? (Circle all that apply)

    a) Large community meetings
    b) Interactive website
    c) Social Media
    d) Email Updates
    e) Festivals and cultural events
    f) Small group discussions
    g) Meeting-in-a-Box
    h) Other

    _____

2. I was able to fully participate or engage in the activity.

    a) Strongly Disagree
    b) Disagree
    c) Neutral
    d) Agree
    e) Strongly Agree

    If you were unable to fully participate or engage, please tell us why.

3. The information presented is important to me.

    a) Strongly Disagree
    b) Disagree
    c) Neutral
    d) Agree
    e) Strongly Agree

    If the information presented is not important to you, please tell us why

4. I was provided with enough information on how to be informed and involved in the planning process.

    a) Strongly Disagree
    b) Disagree
    c) Neutral
    d) Agree
    e) Strongly Agree

    If you were not provided enough information, please let us know what was missing.

5. What was your reaction to the content that was presented?

    a) Mostly Negative
    b) Somewhat Negative
    c) Neutral
    d) Somewhat Positive
    e) Mostly Positive

6. How likely are you to share the information you learned with others?

    a) Very Unlikely
    b) Unlikely
    c) Neutral
    d) Likely
    e) Very Likely

7. How can we make it easier for you to be involved in the planning process?

8. What is your zip code?

Engagement Survey

*The following questions are **OPTIONAL**.*

If you choose not to answer this portion of the survey, please tell us why in the space below.
We still want to hear from you!

1. Do you live in Minneapolis?

   a) Yes
   b) No

2. Do you work in Minneapolis?

   a) Yes
   b) No

3. Are you a renter or homeowner in Minneapolis?

   a) Renter
   b) Homeowner
   c) Does not apply
   d) Prefer not to answer

4. What is your age?

   a) Under 18
   b) 18-24
   c) 25-44
   d) 45-64
   e) 65 and over
   f) Prefer not to answer

5. If you self-identify, what race or ethnicity do you most identify with? The following categories are based on responses in the US Census. (Circle all that apply)

   a) American Indian or Alaska Native
   b) Asian
   c) Black or African American
   d) Hispanic, Latino or Spanish Origin
   e) Native Hawaiian or other Pacific Islander
   f) White
   g) Prefer not to answer
   h) Other (please specify)

   _____

Thank you for taking the Engagement Survey!

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Host Feedback Form

Thank you for hosting Meeting-in-a-Box!
Please provide us with your feedback to help improve Meeting-in-a-Box.

1. Meeting-in-a-Box is an effective tool for broadening the range of public input.

   a) Strongly Disagree
   b) Disagree
   c) Neutral
   d) Agree
   e) Strongly Agree

2. The materials in Meeting-in-a-Box are easy to understand and use.

   a) Strongly Disagree
   b) Disagree
   c) Neutral
   d) Agree
   e) Strongly Agree

   For questions 3-6, please rate the following aspects of your meeting:

3. Overall

   a) Very Poor
   b) Poor
   c) Fair
   d) Good
   e) Excellent

4. Participant engagement

   a) Very Poor
   b) Poor
   c) Fair
   d) Good
   e) Excellent

5. Quality of group discussion(s)

   a) Very Poor
   b) Poor
   c) Fair
   d) Good
   e) Excellent

6. Group satisfaction with outcomes

   a) Very Poor
   b) Poor
   c) Fair
   d) Good
   e) Excellent

7. Would you host a Meeting-in-a-Box meeting again?

   a) Yes
   b) No

   If no, please explain why.

8. Would you recommend Meeting-in-a-Box to others?

   a) Yes
   b) No

9. How should we improve Meeting-in-a-Box?

   Additional comments

Email Updates

Date:

Event:

If you would like email updates about the Comprehensive Plan process, please add your name and email below.

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Name	Email Address