



Meetup Organizer Guide

Overview

The Process

The instructions contained in this guide are for conducting the Meet-ups and informal meetings as part of the Legacy Fort Wayne initiative.

The instructions are only a guide. However, please make sure the results are sent back to the city by March 31st.

Organizer Suggestions

As an organizer, it is a good idea to:

- Ensure that the process goes smoothly
- Keep participants focused on the task at hand
- Have fun!

Preparation / Documentation

Suggested supplies:

- Recording of the ideas should be done so that everyone can see them as they are being discussed. This could be done using a flip chart or a laptop with a projector or if the group is small enough, sitting around and viewing the screen.
- If a flip chart is used to record ideas, colored sticky dots from office supply stores can be used to manage voting. Otherwise, colored markers work.

Documenting Input

- Record ideas in the words used by group members.
- Encourage participants to phrase their ideas briefly.
- Stick completed sheets to a wall so the group can review answers. You may remove sheets when finished with the question.
- Work quickly and efficiently to write the ideas.

Running the Meet-up

ACTIVITY 1: INTRODUCTIONS (5 MINUTES)

- **Introduce yourself and ask the participants to introduce themselves.**

“Welcome to our Legacy Fort Wayne Meet-up. My name is (name). My role is to make our work go as smoothly as possible and provide the results to the Legacy Fort Wayne task force. Let’s introduce ourselves and find out where everyone is from.”

- **After the introductions are completed, briefly explain the process you will be using to solicit input.**

“The purpose of this meeting is to get your input regarding your suggestions for the use of the Fort Wayne Community Trust and City Light Lease Settlement Funds. All your ideas are very important and the result of tonight’s work will assist the Legacy Fort Wayne Task Force in making recommendations for uses of the funds to the Mayor.”

- **At this time, the meeting organizer may want to review the guiding principles included in this packet. There are also videos of the discussions regarding impact areas and principles here: <http://www.legacyfortwayne.org/meeting-videos.html>.**
- **The following approach and dialogue is only a guide. It allows the group to refine and prioritize its ideas, but the organizer should use an approach with which he or she is comfortable, depending on the make up of the attendees.**

“I’ll read you a question and you should take your time and think of an answer to that question.”

“Next, I’ll go around the group and write down each of your answers. After we’ve documented your idea, we will clarify each one of them to make certain that their meaning is clear for everyone in the group.”

“I want to go around and document your answers one at a time from each of you. Listen to what others in the group say – we don’t need to write down the same idea twice. Another reason to listen is that you might think of another idea that should be contributed to the list.”

ACTIVITY 2: DOCUMENTATION OF IDEAS (40 MINUTES)

Question 1 – Suggestions for uses of the funds (30 minutes)

“What use of the funds do you believe would generate the greatest long term benefits (meaning multi-generational and sustainable) for the community; provide for catalytic investment (which means future investment may result from the use of these funds) and leverage additional resources (for example, every dollar spent there could be an additional amount of funding received from other resources)?”

“I will ask each of you to give me your suggestions one at a time as we go around the group.”

“You will be voting on these suggestions in the next phase so it is important that you understand the suggestions. If you have any questions about any of the suggestions please ask them as we go along.”

- **The leader will go around the group two times, time permitting. Each idea should be recorded on a flip chart or PC. If a group member suggestion is similar to or can be added to another suggestion ask if it is ok to combine or add to another suggestion. Leave some space between answers for additional information and room for a place to record votes (we use sticky dots found in office supply stores to ensure consistent voting, but you could use colored markers or other methods), as group members will be voting on suggestions. Project results from the PC or stick completed sheets up on the wall.**
- **Once you have gone around the group two times, count up the suggestions and determine the number of votes each attendee will be allowed according to the formula below:**
 - **Between 0-10 suggestions - 3 dots per person**
 - **Between 10-20 suggestions - 6 dots per person**
 - **More than 20 suggestions - 9 dots per person**

Question 2: Voting and Tallying the top suggestions (10 minutes)

*“Now that we have everyone’s suggestions, I am going to ask you to place vote on your top suggestions. You can put more than one **but no more than 3 dots per suggestion.**”*

“All of the suggestions given today will be placed into a database and given to the Task Force.”

“Your top suggestions will be separated out and also given to the Task Force.”

*“Please be sure to consider these ideas in terms of which ones would be in the best long term interest of the **whole** community, those that would have the ability to leverage other dollars and those that would be catalytic in nature.”*

- **Once the group has completed the voting, the organizer should count the dots and present the top three (or more if there is a tie) on a separate sheet of paper in order of number of votes. Put the number of votes in a circle after the suggestion is written.**

PART III: REPORTING

- Fill out the idea form for as many ideas as the group had. Let us know that it was the one of the top suggestions from your meet-up. You can find the idea form here: <http://www.legacyfortwayne.org/ideas.html>.
- Alternatively, for more robust proposals for which you have more information more explanation, fill out the proposal form found here: <http://www.legacyfortwayne.org/group-proposals.html> . Instructions on the form outline where they can be returned.

Thank you for being part of this process!