



Sample Exploratory Meeting Agenda

Bring: name tags, a sign in sheet, a sheet to sign up for the next meeting (first citizens' group meeting), flip chart, easel, paper & pens, markers, snacks

As people enter: welcome them and get them to sign in & make a nametag

Welcome, Introduction (5 minutes)

Thanks for coming

Introductions

Purpose of meeting (5 minutes)

- There is an exciting opportunity arising in our community around recycling
- Create context / story for what has happened in the past, what we could do now:
 - Similar opportunities have come up in <example location> and this is what we learned from their experiences
 - Opportunity to try a new model in our community – we think the most powerful tool for change is residents talking about how they want their communities to be
- We're not here to tell you what to do, but to give you the tools to decide what to do and to determine if there's interest in this issue

Get to know each other/Ice breaker (15 minutes)

- In the next 5 minutes, turn to someone you don't already know and talk about two points:
 - Why are you here?
 - In your wildest dreams, what would recycling look like in our community, how would discards be handled?
- Back as a group:
 - (Briefly) ask a few folks why they're here
 - Ask groups to share answers to wildest dreams question

Intro of Issue (10 minutes)

- Paint the bigger picture, the challenge of starting the campaign and the opportunity to get involved.

Community Exercise (20 minutes)

Goal: Engage attendees to talk about the present-day recycling program in their town. Guide them to visualize their *ideal* recycling vision. Discuss what it will take to get from the present-day to their ideal scenario. *Building relationships will be the key to banding together and reaching the ideal.*

Pep Talk/Commitment (5 min)



- Goal: Motivate and entice attendees to get involved and to sign up for the next steps by summarizing the common interests in bettering their community and what was discovered through the exercises in the meeting.
- For those who are ready to commit, gather after the meeting to determine the date and time of the next meeting.

Quick evaluation (5 min)

- Solicit feedback about the meeting.
- Create 2 columns: +/Δ.
 - In the + column: list out what people liked about the meeting.
 - In the Δ column: Write what they'd like to change for the next meeting.