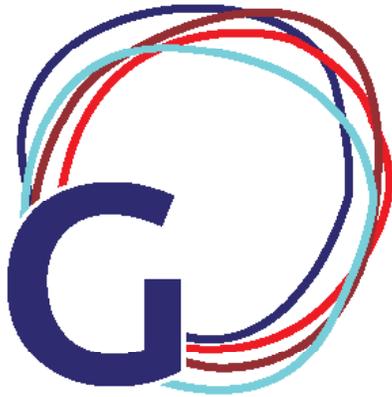


1 host guide

MTG
MEETING-TO-GO



Congratulations! You've picked your topic and received your Meeting-To-Go packet - now, it's time to bring your group together to help shape Nashville's future. Here are a few simple steps to make sure your MTG is successful.

before the meeting

1 Find people

Your social, faith, community, or business group is a good place to start - friends, family, coworkers, neighbors, anyone who cares about Nashville and will share their thoughts and suggestions.

Some important points as you get started:

a What IS NashvilleNext? It's a countywide initiative to shape, with plenty of community input, how Nashville approaches the next 25 years. We're a year into it, and this is an important time - because we're moving from ideas to action and starting to make decisions about our community's future.

b Be relevant: Talk about what you know, and what your group knows - a housing group should talk about housing, a creative group should talk about arts and culture, and so on.

c It's simple and fun: This is a different kind of meeting. We're asking for a lot of feedback, and it can be interesting to think through your answers with friends and associates. We have a short introductory video at MTG.NashvilleNext.net.

2 Understand the exercise

Each MTG has three parts, and you can "keep score" on the three forms included in your packet. Review each one before starting the meeting:

a Goals and policies: Do the choices you see here take us in the right direction or the wrong direction? Record your group's thoughts in the Group Response form.

b Actions: Each goal or policy that goes in the right direction needs to be carried out. Record, on the Group Response form, three ways to do that.

3 Prepare for the meeting

Make sure you're prepared for the meeting. Here are three must-haves:

a Enough copies: You'll have one copy of this Host Guide, and everyone in the conversation should have a Scenario Survey and a Participant Guide. We've provided one Group Response Form - you might want to make copies so everyone can read it during the discussion.

b Your meeting space set-up: Make sure you have a place arranged for the meeting, with tables, chairs, and pens or pencils.

c Plan on taking an hour: Groups which are used to very focused meetings and discussions can probably manage in about half that time.



E-mail us with questions or concerns before or after the meeting.

meetingstogo@nashvillenext.net

during the meeting

4 Host the meeting

Your role begins with making everyone welcome, getting agreement on a few simple discussion guidelines, and making sure that everyone gets a chance to participate. Then, explain how the meeting will run, help everyone participate, keep the group on task and on time, and make sure people's input is recorded. Find a note-taker if you need to. At the end, you're responsible for returning the completed materials and photos to us.

Introduce everyone as the meeting begins. Ask participants to briefly share why they came to the meeting, and one thing about this topic that is important to them. If your group is having trouble getting started use the [Optional] Ice Breaker topics to start them thinking. Be sure to keep it brief!

Let everyone know that they can have different views and disagree, but they have to be civil and respectful - this is a discussion, not an argument, and everyone should feel comfortable to speak freely.

Ground rules: Ask everyone to agree on the following set of discussion guidelines. As host, you can refer to these if someone dominates the conversation or things get off track.

- Respect differences and consider the value of all ideas
- Take time to listen, reflect and ask questions
- Be concise and make sure everyone gets a chance to talk
- Speak one at a time
- Be specific and help others understand your views
- Remember that you can say on the survey form how much you agree or disagree with the group's decisions

materials

one of each



one per person

5 Goals & Policies:

NashvilleNext's goals and policies will help guide Metro government's spending and growth-related activities through 2040, as well as its partnerships with community and business organizations. Six Resource Teams, made up of community members, volunteer experts, and Metro employees, developed the current draft Goals & Policies, which apply a set of Guiding Principles to the plan's six elements. The Principles come from community input over the past year.

For the first activity, tell us: do these take us in the right direction, or the wrong direction? Here's how:

- a** First, review each of the Goals and Policies together. Tally the responses, and ask your group to vote on each one - is it going in the right or wrong direction? Record your answers on the [Group Response](#), (form #2).

Second, review any Goals & Policies that the group disagrees about. Talk through it, take notes, and return those to us.

- b** **Next steps:** The Goals & Policies give general direction for community improvement. Now discuss how to turn that into action. Help us identify specific tasks for Metro to carry out to implement the goals and policies.

Identify three things on the [Group Response](#) form that your group wants Metro, private investors, or the community to accomplish.

- c** **Feedback:** After the meeting, please fill out the Host Feedback Form on the back of the [Group Response packet](#).

And, again, thank you and your group for helping shape our city's and our region's future!

6 Return the results

Bring your results to the Planning Department at 800 2nd Avenue South (2nd floor) or to any Nashville Public Library.
