Address:123 Angela Davis Way

Call in information: None

Wifi Password: monkey$

Room entry codes:

Meeting room 1234 and bathroom 4321

Front Desk number:860-123-4567

Food delivered at 4:45—June has the check and it includes tip

Set the room up in a U

**Facilitator’s Agenda**

Health Enhancement Communities Meeting 1

12/6/19 // Anywhere Health District

2.5 hours- 5:30-8 // Doors open at 5!

Objectives:

Participants will:

1. Identify groundrules that will be respected at each meeting.

2. Be able to explain the goal of the HEC grant.

3. Be able to describe the purpose, priorities, and impact of the HIC.

4. Describe the responsibilities of the Ambassador role

5. Provide ideas for how to make a coalition more inclusive and effective

6. Finalize days and times for the remaining meetings.

Facilitation Goals:

1.Participants will feel welcomed into the space and the project.

2.Content will be interactive and support participants to understand and remember the core objectives of the project-- Don’t snow them with info!!!

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| --- | --- | --- | --- | --- |
| **Time** | **Agenda Item** | **Description/Notes** | **Facilitator** | **Prep/Materials** |
| 5 minutes | Welcome and Facilitator Introductions | Welcome! Angel, June and Isabelle introduce themselves. Before we get started-- housekeeping! | Angel | Sign in sheet, food and drink; music; name tags; table tents; fidgets ; folders; definition handout |
| 5 minutes | Housekeeping | Orient participants—Bathrooms: directions related to the space or location; Codes for doors--Meeting room 1234 and bathroom 4321 Walk people thru foldersreview of materials and agenda; Ambassador contracts needed by close of meeting | Angel | participant’s agenda and materials; internet password; logistics (ex parking, bathroom pass code;)ambassador contractsDefinitions:Health EquityHealth DisparityRacismSocial Determinants of Health HIC (without acronym)HEC CHA  |
| 35 minutes | Ambassador Introductions | (A)Name, (B) Pronouns (C) How are you feeling 1(worst) to 10 (best) (D)region,(E) something that you feel people need to know about you to “get you”. (F) A hope for our time together. | Isabelle | Someone should take notes. Hopes for the time should be recorded on chart paper. |
| 5 minutes | Purpose for our time | Today we are here to set the context for:Get to know each otherSet context for our workAmbassador roleHEC and HIC | Angel |  |
| 10minutes | Groundrules | Brainstorm expectations of each other during our meetings and in our work; have a scribe record groundrules on chart paper | Angel | Facilitator has a list to help “seed” the conversation.Post-it Chart paper; markers |
| 20 min total15 minute description with 5 minute pair share | HIC | HIC History; current work; and needs for the futureFocus on Racism as a public health issue-- show Boston diagramFocus on the desire to be inclusive and elevate community voiceTake questions and thoughts from ambassadors-- provide prompts (ex. Do you know any of the HIC members? Did you hear anything that was new to you? Do you have any concerns about the HIC or its work?Do you think people that you know would be interested in the focus on racism as a public health issue? | June | HIC handout- members; areas of focus; hopes for the futureWE NEED TO BE CAREFUL TO NOT SNOW FOLKS WITH ACRONYMS AND INFO. WHAT ARE THE BASICS? HOW DO WE MAKE THIS PRACTICAL? |
| 5 minutes | BREAK |  | Isabelle |  |
| 15 minutes | HEC Grant/Ambassador role- need to flesh out what the final deliverable is for the group. Community info (specific info that is needed?); Community engagement plan | Be real about the opportunity and the constraints.(From Alicia)* What does this look like in real life? Hear people’s stories.
* How are different systems impacting people’s health? (Take stories and zoom out; examine intersections & impact; connect to the data)
* How do we get those most impacted to a part of the solution?
 | Isabelle | A one page summary that includes: purpose; time; methods; deliverables |
| 20(minutes | Inclusive group carousel | Based on a fictional coalition and changes that it needs to make. The coalition wants the meeting to be inclusive and effective.What are things to do?Things not to do?3 groups--6 minutes at each stationrelated to:1. Meeting structure and Agenda setting
2. Diversifying membership and making the meeting welcoming
3. Inclusive and effective decision-making.
 | Isabelle | chart paperCoalition scenario (see far below) |
| 5 | Group Debrief/rapid evaluation | How did today go? What went well? What could have been better? | Angel |  |
| 15 | Closure, homework and next steps | How best get info-paper, Google Docs? Reminder of next meeting (12/13); thanking participants; collect ambassador contracts; homework-- bring it to the next meeting | Isabelle |  |

Attach any activity materials at the end of this agenda.