

PRESUPPOSITIONS

1. Local people can handle local problems.
2. Local people are capable of deciding their own destiny.
3. Local people need methods in order to effectively create community.

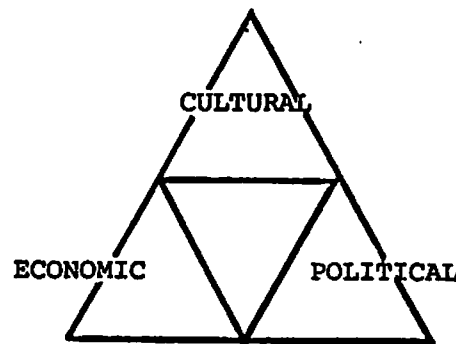
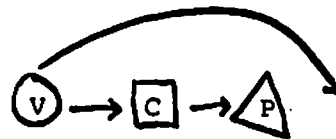
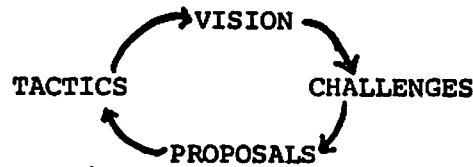
A Town Meeting builds
COMMUNITY CONSCIOUSNESS

A Town Meeting creates
COMMUNITY CONSENSUS

A Town Meeting requires
COMMUNITY TEAM WORK



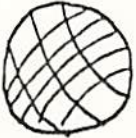
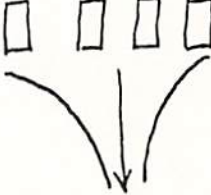
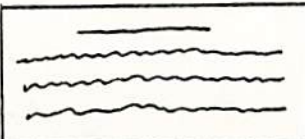



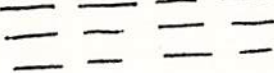
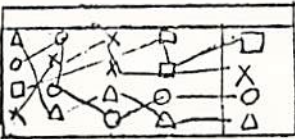
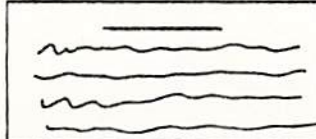


A Town Meeting elicits
COMMUNITY CELEBRATION

SOCIAL DYNAMICS



METHODS

- A - BRAINSTORM
get ideas out as rapidly as possible from everyone in the group
- B - ORGANIZE
pull similar pieces of data together so that it can be dealt with
- C - ANALYZE
push the data to another level so the depth meaning surfaces
- D - WRITE
get the information into a concise, readable statement so that it can be used

8:30 7:00 <i>Plenary</i> OPENING 10"	8:40 7:10 CHALLENGES 1'20"	10:00 8:30 INTERLUDE 10"	10:10 8:40 PROPOSALS 1'	11:10 9:40 CLOSING 10"
 <p>COFFEE AND REGISTRATION</p>  <p>WELCOMING</p>  <p>NEW WORLD SPIN</p>	<p><i>Plenary</i> BRAINSTORM</p> <p>VISION (PAST-PRESENT-FUTURE)</p> <p>COMMUNITY CONCERNS</p> <p>W/S #1 W/S #2 20"</p> <p>BREAK OFF SSS</p> <p>ORGANIZE CONCERNS</p>  <p>ANALYZE CONCERNS</p> <p>WRITE CHALLENGE STATEMENTS</p> 	<p>REPORT ON CHALLENGES REFLECTION</p>  <p>REFRESHMENTS</p>  <p>SING A SONG OR TWO</p> <p>NEW HUMAN SPIN</p> 	<p>BRAINSTORM PRACTICAL RESPONSES</p>  <p>ORGANIZE RESPONSES</p>  <p>ANALYZE RESPONSES</p> <p>WRITE PROPOSAL STATEMENTS</p> 	<p>REPORT ON PROPOSALS REFLECTION</p>  <p>CREATE THE NEW SYMBOL AND SLOGAN</p> <p>TOWN MEETING FINAL REFLECTION</p> <p>PASS OUT THE DOCUMENT</p> 
WE ARE A COMMUNITY	WE FACE CHALLENGES	WE ARE A GREAT COMMUNITY	WE CAN DO SOMETHING	INTO THE FUTURE
THIS IS OUR SITUATION			WE CAN DO SOMETHING ABOUT IT	

THE OPENING STATEMENT

Welcome

Please register if have not already

Begin by looking at schedule for the Town Meeting

Looking forward to a great event

BEFORE THE WORKSHOP

AFTER THE WORKSHOP

THE CONTEXTUAL SPIN: THE NEW WORLD

a five-minute spinning of stories and images to excite people about participating in a 20th C. Town Meeting

I. The times we live in have shifted

II. There is a new image of the earth

III. Local communities are on the move

IV. There are people who care everywhere

THE REFLECTIVE CONVERSATION

a conversation with the whole group after reading the challenge statements

1. What caught your attention as these were read?

2. What surprised you?

3. What suggestions came to your mind?

4. Which of these challenges will be easiest to deal with?

THE CONTEXTUAL SPIN: THE NEW HUMAN

a five-minute spinning of stories and images to release creativity, given preceding the proposal workshop

I. This is the time of the new citizen

II. New citizen faces the challenges

III. Others are called to join in

IV. People are interested in practical solutions

THE REFLECTIVE CONVERSATION

a conversation with the whole group after reading the proposal statements

1. What did you notice about the proposals?

2. Are these practical and doable?

3. If you did these, how would your community be different?

4. Which proposal would you like to start with?

THE FINALE

CREATING THE COMMUNITY SYMBOL

a one-minute spin to get everyone ready for the creation of the symbol and slogan.

I. Symbol and slogan to capture new sense of community spirit

II. Everyone participate; look at past, present, future brainstorm

IV. Group will consense on the one to go in the document

THE REFLECTIVE CONVERSATION

a conversation with the whole group after presentation of the symbol to reflect on the whole evening

1. What surprised you about this evening?

2. What happened here tonight?

3. How was this format helpful?

4. What do we need to do next?

THE CLOSING STATEMENT

Pass out the document

Mention other communities holding town meetings

Announce any other future events

Congratulate them on their fine work

WELCOMING	CHALLENGE WORKSHOP	INTERLUDE	PROPOSAL WORKSHOP	PLENARY
-gather -timeline -context	-Creates "challenge statements" that focus community issues into challenges to be dealt with-	-reports -reflection -context	-Creates "proposal statements" that articulate the practical actions the community will do-	-reports -symbol creation -Final reflection
7:00	7:10	8:30	8:40	9:40
WORKSHOP LEADER I			WORKSHOP LEADER II	

WELCOMING 10 minutes

- A. Gather people
- B. Opening Remarks
- C. Timeline of the event
- D. "New world" spin

CHALLENGE WORKSHOP 80 minutes

- A. BRAINSTORM 30 minutes (10 vision/20 concerns)
 - 1. Brainstorm the community's vision, have the group answer as you write:
 - What ought to be remembered about the past?
 - What do you hope for in the future? (20 years from now)
 - What would you tell someone about the present?
 - 2. Individually list community concerns under economic, political and cultural categories. (list three each, refer to triangle for hints)
 - 3. Individuals star their most critical issue in each category.
 - 4. Go around the room and get out economic, political and cultural concerns one from each person.
 - List items under each category on the wall chart (number the items)
 - Ask for more issues, especially different issues until you get about 30
- B. ORGANIZE 20 minutes
 - 5. Have each person choose from the whole list the 5 key issues.
 - 6. Get out one person's set of five, another set of five, then four, then three etc. (all different) until the group has chosen 20. (circle these items on the brainstorm chart/have someone writing these 20 items on 1/2 sheets of paper)
 - 7. Tell the group that together we are going to organize these issues into categories so that they can be dealt with (use the "organizing the grocery list" illustration).
 - put up 5 strips of tape sticky side out.
 - Hold up issue paper slips one at a time and ask the group to organize them into 4 or 5 categories.
 - go back to each category, read it and ask for a holding title.
 - 8. Quickly ask where each grouping would go on the social process triangle.

OK use

C. ANALYZE steps 9-12 15 minutes

- 9-Get the whole groups attention on pages 6 and 7 of the workbook.
- 10-Explain all of the steps of writing the challenge statements before

sheet. Work thru one group as an example

they break into teams.

-use the dandelion illustration (got to get to the nut at the bottom of the root to deal with the dandelion).

- 11 -remind them that the last step is to decide a three-word title for their challenge statement.
- 12 -assign people to teams as they are sitting.

D. WRITE steps 13-16 10 minutes

- 13 -Go around the room to see how each team is doing.
- 14 -unblock them, and encourage them to move their discussion ahead.
- 15 -encourage a good summarizing three-word title.
- 16 -have them assign one person to write the challenge statement on a wall chart and another write it on a report form for the typist.

INTERLUDE 10 minutes

- A. Gather people with a song.
- B. Hear reports (reading of each challenge statement).
- C. Ask the reflection questions.

D. The second workshop leader takes over here and moves into the next workshop with the "New Human spin".

PROPOSAL WORKSHOP 60 minutes

A. BRAINSTORM 15 minutes

1. Review the challenge statements by writing the titles on the large wall chart (if they need re-wording have the group help re-word)
2. Give people time to write them in their workbooks.
3. Individuals brainstorm practical actions for each challenge (each list at least one action per challenge)
Use these explanations of practical action to get people's thinking going:
 - a group doing something
 - get something started that's been talked about
 - an event to be held
 - a brand new structure
 - something old that can be revitalized
 - something just waiting to be used
 - something the whole community could get behind
4. Have each person star his two most exciting actions.
Go around the room and have everybody give two.
5. List these actions on the chart under their challenge title. (it's important to be extremely legible, number each list).
List all other actions (get out as many as you can).
Coax people by asking if they thought of any more during the brainstorm.

B. ORGANIZE 20 minutes.

6. Explain that we are going to organize these actions into proposals by looking across the lists for actions with similar intents.
 - ask if there are any items that stand out as really great actions and put a Δ next to the item mentioned.
 - ask if there are any others like the one mentioned and put a Δ next to each of them.
 - select another action and do the same thing with an X .
then relate any other similar items to it with the same symbol.

-Continue this process until you have 5, 6, or 7 different groupings using \circ \square \star \checkmark $*$

7. Go back to the list and make sure all of the items are in one of the categories.
8. Give each category a title by asking what would you title the grouping of triangles. (you will need to read out the items in that category before the title is decided).

C. ANALYSE steps 9-12 15 minutes

- Get the whole groups attention on pages 12-13.
- Go through the analysis process together--read the instructions for each step outloud.
- Explain how to use the information in steps 9-12 in doing the writing.
- Tell them to do the three-word title last as a way of summarizing the proposal
- Divide into teams with at least three people in each team. Try to mix teams from the previous workshop.

D. WRITE steps 13-16 10 minutes

- Encourage teams to move quickly
- Move around to unblock groups
- Encourage a good title for the proposal
- Have them write their proposal on a large wall chart and a report form.

PLENARY 20 minutes

- A. Gather everyone together.
- B. Hear reports/reading of each of the proposals.
- C. Ask the reflective questions.
- D. Celebrate by creating a town symbol and slogan.
 - Pass out the symbol forms and make statement of Town Meeting as celebration of the past, present and future.
 - Refer to the past, present and future brainstorm charts.
 - Have each person do a symbol and slogan.
 - Have several shared with the whole group.
 - Consense on one that the group seems to say "yes" to. (sponteneity is more important here than perfection)
 - Lead the final reflection conversation.
 - Pass out the documents and say goodnight.

WORKSHOP LEADING

This Workshop is built on a method of collecting the wisdom of a group of people on a given subject. It rests on the assumption that everyone has worthwhile insights which will make the final product richer than one created by an individual or small group. The key to a good workshop is group participation in the process. There are many procedures and gimmicks that are designed to enhance creative participation - some of which are contained here.

"Brainstorming" is one of the basic methods used in the TOWN MEETING workshops. In leading a brainstorm, there are four things to remember: (1) Ask the questions clearly and simply (Be sure you have answered the question yourself, so that you are clear on the kind of answer you are seeking.); (2) Record every answer; (3) Keep the pace rapid in order to get first responses and fresh intuitions instead of old or stale answers; (4) Don't discuss answers during the brainstorming, even if they are controversial (Reflection comes later in the process.). The Brainstorming Method is intended to produce new insights and to maximize people's engagement in the process.

As a workshop leader, you will not "know" all the answers. The best image of the workshop leader is "orchestrator" rather than "teacher". A teacher is supposed to know answers while an orchestrator is responsible for only the score - i.e. the workshop procedures. The "music" or content comes from the participants themselves.

The following hints are helpful in leading workshops:

1. Honor all participation (There are no wrong answers).
2. The time design is right - fast pacing pushes intuition.
3. Get across to the group that intuition is the key--trust your first response.
4. Keep the group moving rapidly (Dramatize shifts with a song, perhaps).
5. Prepare and order your materials beforehand so that the workshop can move from step to step smoothly.
6. Workshopping is a method--trust it.
7. Know your product--i.e. what the workshop is out to produce.
8. Keep the group reminded of the product.
9. Have fun--this is serious business, but it's fun to do.
10. Sing a song or tell a joke when bogged down to release the group's creativity and to get distance.
11. Always begin by giving the group an overall view of the major steps and the final product of the workshop.
12. End on a celebrative note that honors the hard work that has been completed.

BRAINSTORM CHARTS FOR CHALLENGE WORKSHOP

PAST	PRESENT	FUTURE

ECONOMIC	POLITICAL	CULTURAL

MAKE ONE EACH OF THESE
THREE CHARTS - THEY SHOULD
BE LARGE - 6 FT LONG →

- CROSS-GESTALT CHART - PROPOSAL WORKSHOP



HAVE 30
½ sheets of
paper ready
for challenge
workshop

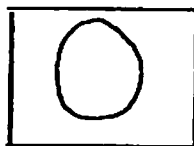
CHALLENGE TITLE

IN THE ARENA OF _____

PROPOSAL TITLE

WE THE CITIZENS OF _____

MAKE SEVEN OF EACH OF THESE CHARTS THEY SHOULD
BE ABOUT 3 X 3½ ft AND NEATLY DONE



MAKE PAGES WITH BLANK CIRCLE
FOR SYMBOL CREATION

_____ Workshop

The Contextual Spin

I.

II.

III.

IV.

Workshop Procedures

Brainstorm

Organize

Analyze

Write

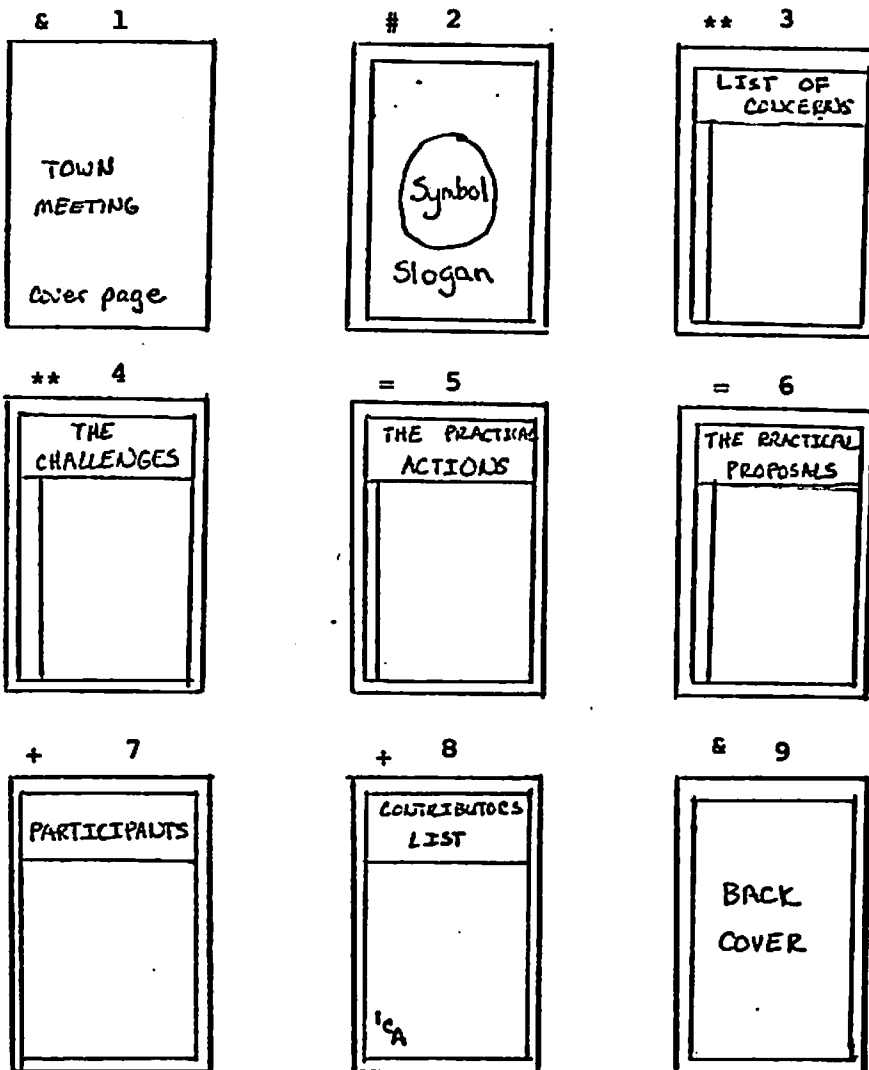
The Reflective Conversation

1.

2.

3.

4.



PRE-PREP ALL THE PAGES:

- & Printed before the Town Meeting
- + Type, print, collate these pages during 7:15-8:00 pm
- ** Type, print, collate these pages during 8:30-9:00 pm
- = Type, print, collate these pages during 9:00-9:15 pm
- # Type, print, collate these pages during 9:15-9:55 pm

STAPLE DOCUMENT AFTER SECTIONS ARE COLLATED TOGETHER AND DISTRIBUTE TO TOWN MEETING PARTICIPANTS.