November 11, 1980

Dear Colleagues,

The Gibson Community Extension Workshop (otherwise known as module) was an incredible experience, both for the community and the staff assigned to participate in the workshop. Originally scheduled to be from October 27 to November 2 (a shortened version of the 10 day module), by the time the document was ready for press it was a 10 day event. All of us felt that though the manuals sent to assist the staff in doing the workshop were somewhat helpful, that because they came from the 'Band of 24' modules, and in particular, from a developing world village, some work needed to be done to modify the manual to make it more usable in North America, particularly with the US 12.

Attached are a series of learnings, suggested procedures, sample timeline, etc., that we hope will be useful in planning your Community Extension Workshop. These are not meant to be 'the model', because there isn't one, but hopefully would provide some guidelines in working out what needs to happen in your own particular situation.

The objectives of the workshop, 1) documenting what has happened since the launching of the project, 2) keystone - working through, with the community what is crucial to maintaining the momentum and new life that has happened, i.e. what is the next step, given a shift of relationship of the ICA to the community, and 3) extension, both what has been the impact of the community on surrounding communities, etc., and what the future possibilities are, are on target.

Hopefully, the following notes will be helpful in planning how to make the most effective use of the CEM.

The Managing Editor of the Laurinburg Express, in talking about Gibson commented that part of the difficulty was how difficult it was for people to believe it was really happening. Jim Ollis, president of the Chamber of Commerce for that area, said, if only there start to be more 'Gibsons', it won't be such an unusual story. These procedures are being sent out in that hope.

Grace and Peace

Claudia

Claudia Cramer
For the Houston Area and the Gibson CEM

PS: You must get a copy of the Gibson Document. If they don't send you one, write and insist on getting one!!!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
WORK WITH COMMUNITY						FINAL DOCUMENT			

Office/Breakfast/Journal/News Conversation

Outline of Week	Regional Consult	Community Historical Timeline	Finalize Construct for Week	Regional Strategy ⟶ Local Project	Final Preparation	

Preparation

COMMUNITY WORKSHOPS

Document'n Overview	Prep for Contradctn Workshop	Historical Timeline/ Tactics Evaluation/ What is Keystone	Review Model for Documentn Next Steps ⟶ Keystone & Extension	Finalize Saturday Event		K E Y S T O N E P S U	D O C U M E N T A T I O N W O R K	C E L E B R A T I O N P R E P

WORKING LUNCH

T A S K   F O R C E   W O R K

Preparation for Evening

COMMUNITY ASSEMBLIES

TASK FORCE WORK	Opening Celebration Contradictn Workshop	"As We See Ourselves" Conversatn on Transitn	"As Others See Us" Panel Discussion	"As We See the Future" Context for Saturday Work	Closing: Commissions Dance

PREPARING DOCUMENT FOR PRINTERS

-Typing/Editing/Proofing
 Typing/Editing/Proofing

-Layout/Final Edition
 of Graphics

-Final Photo Selection

-Community Editorial Board*

-Final Layout

*Critical Dynamic Throughout
 the Process

COMMUNITY INVOLVEMENT

1. Get a name for the whole event, as well as the events within where total community participation is encouraged, that will be meaningful to the community.
2. Key to the week was sensitivity to the particular community's progress and the INDICATIVE of the project journey, and then flexibility in designing the week to meet that indicative.
3. Don't inundate the community with a demand to participate in a 'plethora' of events. Work with the local leadership to design 2 - 3 (?) happenings that will engage the community.
4. The staff found it helpful to talk about three dynamics going on during the Community Extension Workshop.
   a. Staff Planning. (Collegiums, evenings, other scheduled times) An occasion for local and regional staff to strategize with colleagues from other parts of the continent on future directions in terms of extension, relationship with the community, etc.. Critical input, dialogue and D'STANCING for the local staff.
   b. Task Force Work. Staff and interested individuals from the community working together on the major products of the week: documentation, extension, and keystone. It was easiest to engage people in the documentation, and while working on that you could get their insights relative to the other dimensions of the task.
   c. Community Assembly. Events carefully planned, hopefully by a community committee, to engage the entire community. See page ___ on "Critical Elements of the 'Event.'"

STAFF OPERATIONS

1. Staff need to be on sight at least two days prior to the CEM to familiarize themselves with the community, the history of the project and the construct of the CEM itself.
2. Staff also need to be assigned through the completion of the document from the community (until it is in the hands of the printer!), rather than leaving the final production to the local staff.
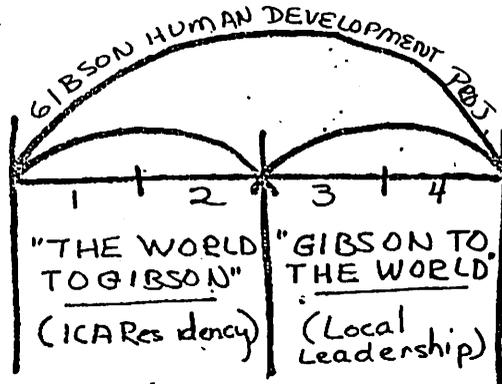
KEYSTONE

1. Keystone does not have to do with the ICA playing a leadership role in doing another event, or program, but rather enabling the community to transist into a new phase. One of the biggest gaps we experienced was simply how do people from the community pick up the leadership role that has been played by ICA staff, particularly in terms of initiating things. The keystone event in Gibson was a PSU in which the leadership core wrestled through this issue, and particularly focused on the structures needed to keep momentum going. The Community Development Association: expansion of membership, funding base to keep the office open, etc.., naming a new 'executive director', a position which had been filled by ICA staff, regular meetings of both the entire association and the board. Other issues included getting a group to take responsibility for the VOICE, which they saw as a critical tool to keep the community informed, regular visiting of people in the community, etc..

KEYSTONE
(continued)

The following images were very helpful, both to community and staff, in making decisions about the structures needed to sustain the community's momentum.

GIBSON HUMAN DEVELOPMENT PROJ

1   2   3   4

"THE WORLD TO GIBSON" (ICA Residency)

"GIBSON TO THE WORLD" (Local Leadership)

-The document written at the time of the Consult was a 4 year plan. 2 years have been completed, and the community now moving into a new phase of being a Human Development Project.

1   2   3   4   5

CDA

BD OF CONSULTANTS

PUBLIC	PRI-VATE	VOLUN-TARY
—	—	—
—	—	—
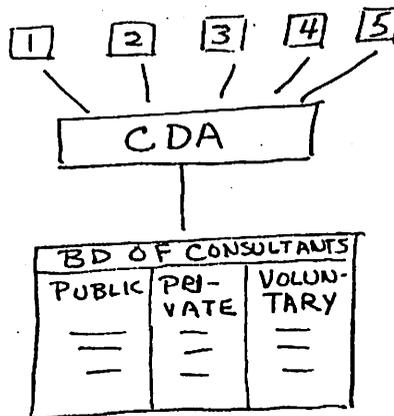
CRITICAL COMPONENTS RELATIVE TO STRUCTURAL FORMS
-Stake dynamic: leadership in each stake assuming responsibility for keeping the stake informed, etc.,
-Community Development Assn.- which would include the board the total membership, and committees organized for particular work.
-Board of Consultants: people representing the sectors who would act as support/advice/access (to grants, etc.) and work as guardians of the project. Chosen by the community. ICA might be one rep in the voluntary sector.

NURTURE   DISCIPLINED CORE   TASK
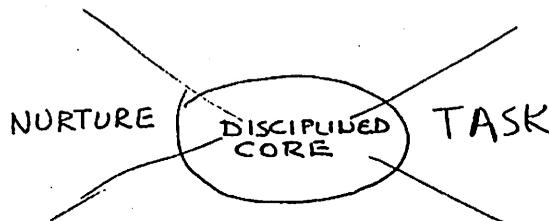
This model was laid out for the CDA board, and was helpful in visulizing that the ICA had been playing the role of the 'disciplined core', and the question was who will fill that role.

EXTENSION

1. We found that it was important to start with the indicative of extension, to look at the impact the community already had made on the surrounding area. The panel discussion held one evening, "As Others See Us" was a profound occasion for the the community to realize the impact they had made. People from neighbouring communities were invited to attend the opening and closing events and testified to the importance of Gibson, and asked for their help.

2. Extension is finally the responsibility of the Movement. There may be people from the community who decide to be the movement, the the task of extension rests in the hands of the movement. There are many ways the movement can get the community involved in that process (forums, consulting, etc.) but the initiative is finally going to come through the movement.

DOCUMENTATION

1. The page entitled "Documentation Task Overview" contains many of our learnings, in terms of timing and involvement of the community. Perhaps a couple of things need to be emphasized.

2. Setting up a Community Editorial Board. Very important to the authenticity of the the document (to say nothing of accuracy!).

3. Quotes: it is very hard to go out and say to people, "Could you give us a quote?" The key to getting quotes is careful note taking during workshops, community assemblies, individual visits, as people are just talking. Pull the quote out of the notes, then go ask the people's permission to use it in the document. Also, use of newspaper articles for quotes, and quotations from people outside of the community are very important.

4. Advance preparation: getting together slides, photos, statistics, news articles - all needs to be done in advance.

5. Documentation is time consuming. Enough said.

**STAFF
OPERATIONS
(continued)**

3. Team Structure. We divided into 4 teams: Documentation, Extension, Keystone, and Coordination (practics, assignments, logistics relative to community events, etc.) Finally ended up with 3 teams, combining Extension and Keystone, because they were so closely related.

*Note: This is not meant to be a comprehensive listing, but at least some initial reflections.

	I	II	III	IV	V
THEME	OPENING OF THE COMMUNITY EXTENSION WORKSHOP	"AS WE SEE OURSELVES"	"AS OTHERS SEE US"	"SEEING INTO THE FUTURE"	CLOSING CELEBRATION COMMISSIONING OF THE COMMUNITY
RATIONAL OBJECTIVE	To introduce people to the Community Extension Workshop	To rehearse and celebrate the journey of the community since the beginning of the project.	To provide an opportunity for the community to hear from non-residents what impact the community has had.	To provide a context for the Keystone work relative to the future.	To objectify the 'passing of the baton,' symbolizing a new relationship to the community.
EXISTENTIAL AIM	To excite the community relative to the significance of the week's work.	To allow people to experience deep excitement over the changes that have happened and the fact that they really are a new community.	To allow people to experience the awe that comes with realizing what a demonstration the community has been.	To experience the indicative that the job is not finished and the future does have a claim on the community	To experience a deep unity that comes with symbolizing the resolve to continue the journey
BASIC OUTLINE OF THE EVENT	Song(s) Invocation -local pastor Introduction of guests Meal/special singing group/slides going Performance by community group Context for week/Contradictions WS	Song(s) Invocation Introductions Meal/special singing Performance Slide Show/Conversation Conversation on Transition	Song(s) Invocation Introductions Meal/special singing Panel Discussion "As Others See Us" -Local Moderator	Songs(s) Invocation Introductions Meal/special singing Performance Youth Presentation Presentation of "History of Gibson Writing Context for Saturday Work	Songs Invocation Introductions Meal/special singing Performance Conversation:What Learned about being Community? Commissioning: Context/Gifts -Stakes, CDA, Board of Consultants -ICA Dance

EVENT	CONTENT	MATERIALS
I. OPENING OF COMMUNITY EXTENSION WORKSHOP	CONTEXT: I. Role of Gibson as a demonstration community along with other communities across the nation and world. II. Demonstration of Hope (when you started out to to this project nobody believed you could do it.) III. Task of the Week: Documentation (See how it was done, your gift to the world, the main characters of the story are you, ingredients of the document) Looking at the Future. IV. Process of the Community Extention Workshop through the week: evening assemblies, workshops during the day and task forces. CONTRADICTIONS WORKSHOP: 1. Turn to Contradictions chart in document. Review the function of that part of the consult process. 2. As you review this page, what were you over against 2½ years ago? 3. What for you was a key contradiction? 4. How has that shifted? What has caused those shifts? 5. Which of those do you still experience as a contradiction? 6. What are some new contradictions the community is facing? (Note: this is important data for working on the Keystone) Write on cards. 7. Conclusion: review tasks of week, and the working schedule. Ask for volunteers to work on the various task forces.	Consult Documents Small cards
II. "AS WE SEE OURSELVES"	SLIDE SHOW/CONVERSATION Preparation: Arrange slides to hold the values of 'before and after' dynamic, and by overall program arenas: economic, human and social. 1. Context: We're the Story Tellers. As the slides come on the screen, let's tell the story: "Once upon a time...." Ask the people to tell the story as the slides are shown. 2. Reflection – Scene remember most? – Where most excited? – What for you is the most important part of that story?	Slides Cartridge Projector Screen

EVENT	CONTENT	MATERIALS
II. "AS WE SEE OURSELVES" (cont'd)	TRANSITION WORKSHOP (Note: Led by mayor of the community and Secretary of the CDA Board) 1. Context: We need to think about how we will operate as a community without the leadership of the ICA. What are the next steps we need to take to ensure that we continue the momentum that has begun. 2. Where do we go from here? 3. What are the immediate issues we need to deal with? (Note: this was a <u>critical</u> workshop/conversation in terms of clarifying what needed to happen with the keystone during the Community Extension Workshop.)	
III. "AS OTHERS SEE US"	PANEL DISCUSSION Panelists were invited from different sectors of society, from outside Gibson. They included a County Commissioner, Editor of the 'local' newspaper, located in a nearby community, President of the Chamber of Commerce, and representative of the Council of Governments. (Note: framing is key to this being a 'happening' for the community.) Moderator was a local resident. 1. Introductions 2. What have you seen going on in Gibson that is especially important to you? 3. Where have you seen Gibson have an impact on neighboring communities and the county? 4. How can local community efforts like this be of service to other communities? 5. Open to questions from residents. 6. Closing - thank yous. (Note: this was a critical element in pulling together the notes on 'Extended Impact' for the document.)	
IV. "SEEING THE FUTURE"	1. Presentation by the youth - their own dreams for the future. This could be a panel, a special speech, a presentation by a class from school - perhaps even drawings, a dramatic skit. 2. Do workshop which focuses around whatever the keystone work is going to be, to inform that task and get people interested in coming.	

EVENT	CONTENT	MATERIALS

V.
CLOSING CELE-
BRATION AND
COMMISSIONING
	CONVERSATION: ON BEING COMMUNITY
	1. What are some of the events you remember most when you hear the word 'community?'
	2. What were some of the unforgettable happenings that happened in the midst of those events?
	3. We'd like to get some "Quotable Quotes" – What does it mean to Be Community?
	BEING COMMUNITY IS......
	
	COMMISSIONING
	
	CONTEXT FOR COMMISSION (Done by ICA staff member)
	I. Read the Neibuhr quote – "Nothing that is worth..."
	Endlessness of the task of caring for community
	Decision to care for community is not an easy decision, always incomplete.
	II. Basis for the decision – covenant not contract.
	III. Meaningful occasion for the ICA: experienced love. We need your forgiveness (not apologizing – confession not apology.)
	IV. Future relationship of the ICA to the community.
	V. What is a commission.
	
	RITE OF COMMISSIONING
	
	1. Groups commissioned
	   –Community Development Association
	   –Stake network (people stood as each stake was named. Representative asked to receive gift on behalf of stake and stake leadership)
	   –Board of Consultants (see images)
	2. Presentation of gifts
	3. Rite of commissioning: We commission you to live a life of caring for the people of the whole community of Gibson in faith, hope and love.
	
	Note: a commissioning of the ICA was done extemporaneously by one of the leaders of the community.
	
	CLOSING
	
	1. Singing of community song
	2. Benediction
		Appropriate
		gift

GIBSON COMMUNITY
EXTENSION WORKSHOP

COMMUNITY ASSEMBLIES
Critical Elements of the 'Event'

Oct, 27 - Nov, 5
1980

MEALS
Each evening the meal prepared by a different group in the
community, e.g. elders, whole community potluck, church group, etc..
Serving: involve different organizations, especially youth groups
(Gibson cheerleaders served one evening <u>in full uniform</u>). Note:
be sure to instruct the group on procedures prior to meal.

UP FRONT
LEADERSHIP
Focus on a different segment of the community for upfront leadership
each evening, such as youth, elders, business community, project
leadership core, political leaders (Town Council). Take advantage
of the symbolic power of these segments relative to the focus of
the evening. Illustration: having the youth up front leading the
evening on the evening when the focus is on "Seeing into the Future."
ICA staff needs to be included as part of the leadership at
strategic points, without being dominant.

TIMING
Two to two and one half hours per event is maximum. The relation
of the evenings to each other and the journey they provided was
important in impacting the community.

CHILD CARE
Provide

DECOR
Use decor which rehearses the journey of the project, for instance,
an ongoing slide show in the corner, newspaper articles, photos.
As quotes are collected for the document, they can be enlarged on
butcher paper and hung. A 'mural' (on butcher paper) of the
historical journey can be created once the story begins to come
together.

PUBLICITY
Use one piece which publicies the Assemblies as an entity.
Do not overwhelm the community by publicizing the entire schedule
of the Community Extension Workshop. During the assemblies,
invite residents to participate in the morning workshops and
task force work.

COORDINATION
Organize a community committee to set up the assembly events.
These would not have to be people who have been part of the project
leadership only. If you get people who are involved with different
groups in the community, it provides access to those groups for
special entertainment, meals, etc..

DOCUMENT: GENERAL FORMAT AND
SUGGESTED TIMELINE

I. PREFACE	II. COMMUNITY HISTORY	III. THE INDICES OF DEVELOPMENT	IV. METHODS OF HUMAN DEVELOPMENT
1. Forward 2. Table of Contents	1. Beginnings 2. Journey 3. Project 4. Present	1. Toward Economic Self-Sustenance 2. Toward Human Self-Confidence 3. Toward Social Self-Reliance 4. Future Extension (Extended Impact)	1. Programmatic Chart 2. Approach to Development 3. Approach to Documentation 4. Acknowledgements Paragraph on ICA

Note: Recommend using quotes, graphics, photographs, newspaper articles, map of
community, community song, etc. strategically throughout the sections.

SUGGESTED TIMELINE

1	2	3	4	5	6	7	8	9	10
DATA GATHERING			WRITING FIRST DRAFT	REFINE REWRITE	FINAL DRAFT			LAYOUT AND PRODUCTION	

Note: This is based on a 10 day timeline and assumes that the final copy would
be ready to go to the printer. It attempts to picture percentages of time required.

phase / section	DATA GATHERING	WRITING FIRST DRAFT	REFINE/REWRITE	FINAL DRAFT	LAYOUT/PRODUCTION
DOCUMENT IN GENERAL	Review: Docum. Task, Outline & Samples, Project rep'ts, etc. Build TL for week Estab. Community Editorial Board	(cont'd from 1st column) Review section in documents on Methd. of Documentation	Community Edit. Bd review, individuals Read sections at appropriate W.S. or assemblies.	Rough type all paragraphs, charts, etc. Rough mock-up to include placement of quotes, photos, charts, graphics. Take mockup to Editorial Board for final review. Refine paragraphs to include Edit. Board comments.	Do final type Do final graphics Choose photos Xerox materials to do layout. Refine and do final layout camera ready. Take to printers or whatever copy arrangements have been made.
I. HISTORY OF COMMUNITY	Collect, review: -Previous stories written Historical TL Workshop, indiv. visits	Check Timeline with community people for accuracy (esp. elders). Get someone to write story	Read during evening assembly. Author rewrite Select photos, drawings		
II. INDICES OF CHANGE	Contradictions W.S. Indices of Change W.S., Accomplomat Chart Tactics W.S.	Using charts from W.S. select 12 most important. Write, invite comm. people to review	Review, rewrite, Double check ALL statistics		
III. QUOTATIONS AND STORIES	Individual visits. Take careful notes during workshops and comm. assemblies, news artic.	Pull together notes Type 1st draft Ask what additional quotes needed Ask permission from people to print	Continue to collect quotations, ask permission.		
IV. FUTURE EXTENSION	Careful notes during W.S., indiv. visits	Write paragraphs which summarize extension already gone on, W.S., future possibilities	Use mtgs w/ frame, other communities to collect data on future. Share, rewrite to include major events of CEM		
V. METHODS OF HUMAN DEVELOPMENT	Review statements from other CEM Documents		Edit, rewrite		
VI. GRAPHICS AND PHOTOS	Collect stats, photos, maps, charts		Do 1st 'final draft' of graphics, charts Check statistics		

NOTE: ESTIMATED TIME FOR THESE LAST TWO STEPS IS 250 to 300 MANHOURS!

GIBSON COMMUNITY EXTENSION WORKSHOP	DOCUMENTATION: COMMUNITY STORY <u>RELATIVE TO HISTORY, PROJECT</u>	

STEPS	PROCEDURES	TOOLS
INTRODUCTION	CONTEXT: DOCUMENTATION IS A LIFE METHOD 1. Role of stories as agents of social change from the beginning of consciousness (novels, legends, myths, etc.) 2. Process: telling an event, articulating the specific change that occurred (statistics and how it happened) and retelling the event with its meaning revealed – what is the significance of the event. 3. The world does not believe what is possible for local people. (Newspaper editor in Laurinburg, relative to Gibson: "It's not only amazing what Gibson has done, it's almost hard to understand. In the newspaper business you get used to writing stories that follow the same old line. But Gibson just does not fit!...It's almost as if you were writing a fairy tale for people and they say, "Well, that can't really be happening in Gibson!" 4. Profound function of documentation: to tell the stories that will change the world. Outline of Document 1. Lay out basic outline, and the particular role of the community story relative to each section. 2. Conversation - audience - Who would you like to give a document like this to? Who needs to see it? - What would you want to be sure is included?	Methods of Documentation Statement
COMMUNITY VISITS	Context 1. Image: visit not a survey 2. Style: casual, take your time. 3. Questions: you are interested in getting answers and comments from local people in community. not the team visiting. Take careful notes. 4. Need data for two charts, specifically: Historical Timeline and Accomplimat Chart Questions Talk over as a group, most appropriate way to ask questions, etc.. Emphasis: how as this community changed? What has enabled this change to take place? Teams Team assignments and section of the community, timeline.	CHARTS ON WALL HISTORY THE HISTORY OF____ ACCOMPLAMAT CHART

THE ACCOMPLISHMENTS OF ___

ECON	HUMAN	SOCIAL

GIBSON COMMUNITY
EXTENSION WORKSHOP

DOCUMENTATION: COMMUNITY STORY
RELATIVE TO HISTORY, PROJECT
(continued)

Oct. 2 - Nov. 5, 1980

STEPS	PROCEDURES	TOOLS

REFLECTION ON COMMUNITY VISITS	1. Teams return and put data on cards to put on History and Accomplamat Charts
	2. Artform visits:
	  - What places do you particularly remember?
	  - Who did you meet?
	  - What most impressed by?
	  - What stories did you hear?
	  - What did you learn about the community?
	3. Report on specific data gathered.
	  - Data out.
	  - Where do you sense we need more information?
	  - Who else do we need to visit?
	
	4. Report on next step: to review both charts with the community - at workshop, elders meeting, whatever occasion.
		Small cards
		Magic markers
		Tape

	REVIEW/REFINEMENT (NOTE: THIS CAN BE DONE ON SEVERAL OCCASIONS)	
OPENING	CONTEXT We want to share with you the data we have collected about your history and what has been accomplished. Talk a bit on the document, what it will look like, and the fact that it is the community's story.	Assign Scribes!

COMMUNITY HISTORY	1. Review history chart by reading data.
	2. Refinement:
	  - Add events that have not been included (make cards)
	  - Make changes or corrections of data or dates
	  - Clarify areas of haze or vacant areas where more data is needed.
	  - Discern major phases in the community's history. Draw the lines and ask the group to title each phase. (Keep phases to three or four)
	3. Reflect on the new insights that have emerged.
		History Chart
		More cards
		Markers
		Tape

COMMUNITY ACCOMPLAMAT	1. Review the accomplamat by reading all of the data in the columns: Economic, Human, Social. At the end of each column reflect:
	  - Add missing accomplishments
	  - Make corrections of data
	  - Discern the major accomplishments and mark.
	2. Reflect on the changes in the community.
		Accomplamat Chart

CLOSING	Review with people what will be done with this data and ask for volunteers who would be willing to help write the document. Note: particularly important to get someone from the community to write up the history.	

STEPS	PROCEDURES	TOOLS
OPENING	**Conversation** 1. What events, people or happenings do you remember from the project consult?	
WORKSHOP	1. Pass out Consult Documents - Scan the Contradiction Chart and prose - Artform the contradiction Chart	Consult Documents
	2. Talk through contradictions. - What was the community over against? - What were some of the struggles then? - What were the issues, blocks? - How was this contradiction manifested then?	
	3. Intuitively discern where you would locate the contradictions on the programmatic chart, which programs more directly related.	Butcher Paper chart
	4. <u>Contradictions Shifts</u> - Which contradictions have shifted? - What shifted them? - Which are still true? - What new contradictions have emerged? - What do you sence it is going to take to deal with the present contradictions?	
CLOSING	5. Relate the work done on the contradictions to the whole document writing process. Talk about the next step: the tactics analysis.	

STEPS	PROCEDURES	TOOLS
OPENING	Conversation: Artform the Indicies of Changes 1. What stories have you heard in the community that indicate major changes? 2. What have you noticed in the community that surprised you? 3. What do you sense have been some of the most significant changes?	

TACTICS REVIEW	Tactics Chart Analysis
	1. As a group rate each tactic relative to its implementation (scale from 1 to 10). Scan tactics chart and prose.
	2. Analyze each tactic with the following screen.
	  a. Self sustaining
	  b. Operating
	  c. Needs continuing substantial support
	  d. Redirected
	  Use a different color for each category and color in tactics.
	3. Artform the Tactics Chart as it has been colored in.
	  – What have we learned about what has happened in the community?
	  – What does this tell us about their future? (Note: this is helpful in relation to the question of the keystone as well)
		Consult Document Magic Markers –4 colors

CLOSING	4. Review next phase of the process relative to documentation.	

DATA GATHERING	INITIAL MODELS	CHECK/REFINE/IMPLEMENT	FINAL EVENTS
IMAGES: KEYSTONE: The event(s), work, that needs to happen during the Community Extension Workshop that will move the project into the next phase. Note: it probably does not need to be a big community event as much as work with the core to break open future possibilities. EXTENSION: Documenting the extension (impact) which has already happened as a result of the project, exploring possibilities for future extension. (See learnings) 1. Participate with Documentation TF in the community visits, contra workshop, building the accomplishments chart, tactics analysis, etc.. 2. Gather info on extension already going on: news articles, requests from other communities, visits with key author. people.	1. Participate in the workshop on Transition, working through the comm. leadership how that workshop needs to take place. (It may take the form of a series of individual visits) (See Assemblies conversation for construct of workshop) 2. Build initial model on what needs to happen during the CEM to move the project into a new phase (see notes on Learnings: Keystone) 3. Decide on particular visits needed to other communities (rel to extension) and authorization figures, need to be made. 4. Build initial model for the closing celebration (commissioning).	1. Check models with community leadership for 'on targetness' of models. Refine models in consultation with leadership. 2. Build logistics plan for 'keystone event' to include invitations, content. location, etc.. 3. Make visits to key communities, authorization as worked out.	The Keystone/Extension Team(s) need to take particular responsibility for the following events/ work: 1. The Keystone event at the end of the CEM (may be a PSU with local leadership) 2. The Closing Celebration, particularly as it symbolizes the project moving into a new phase. Commissioning, in some form, is a very important part of this event. It needs to symbolize a new role of the ICA in the project. 3. Participation of authorization/ guardians in the whole CEM, particularly the endings. 4. Participation of other communities in the closing event, who are interested in having the community help them. 5. Writing up the section of the document called "Future Extension."