

Agenda and Format for Local Meeting

1) **Setting the Stage/Making Sure Everyone is on the Same Page**

Consider having both the CEO and Director of the local health department, community based organization, parks and recreation department, or local YMCA open the meeting and discuss why they are engaged in this effort. They should discuss their vision of the fundamental mission and purpose of the project to ensure that everyone is on the same page.

2) **Introductions**

Everyone should introduce themselves, consider asking each team member to:

- Give their name and organization
- Ask them to describe what it is about this project that is most exciting to their organization and to each of them as individuals.
- Ask them to describe what they think their organization can bring to ACHIEVE.

3) **Understanding the Community Realities**

It's important to understand the dynamics that are operating in your community, as these realities may hinder or help you to build a healthier community. Consider working with the team and coming up with and recording 5-7 realities facing your community.

4) **Build Understanding of Community Initiatives Underway Already**

Community collaborations are not new, many are already underway, working in a multi-sector strategy for change. Some of these collaborations may have the potential for overlap with your effort and could help you to better understand best practices, lessons learned and provide your effort with additional opportunities.

Consider building a community matrix of current and future planned collaborations in your community and who is engaged in those efforts. **See Assessing Existing Health Initiatives worksheet** (foun in the Implementation tab from the Coaches Meeting binder) for a sample diagram of a "community initiatives matrix" (note that individuals or entities in your community may already have a resource of this type available).

To be most effective, you may want to send this matrix to your team in advance of the meeting and ask them to fill in any collaborations they are aware of. The team meeting will provide an opportunity to present all that you learned about other initiatives, and you can spend a short time gathering additional examples once the group has reviewed the table.

On the next page, please find a table that you may want to distribute to your team. You may want to present an example of an initiative by the governor or mayor or another community group that you know of to give a sense of the type of information you are looking for them to input. You may want to use Healthy Kids Day[®], America On the Move with the YMCA, or some other public health initiative promoting health and well-being as your example.

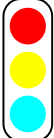
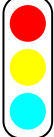
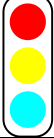
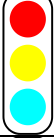
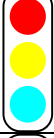
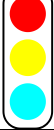
Initiative/Timeline	Description	Collaborators	Purpose	Outcomes	Perception	Community Involvement

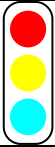
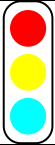
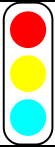
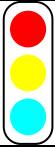
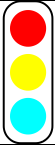
5) **Understanding the readiness for change** in your team (as individuals and as a group), the community and among your organizations and sponsors. You may wish to use the following sample charts to fill in your own checklists.

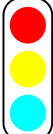
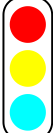
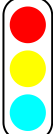
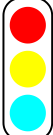
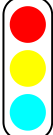
Your leadership team is a key factor to the success of this project. Take some time to go through a check list to ensure that everyone is aware and in agreement with what they are signing up for—that they are all in agreement as to what it will take as individuals to undertake this community collaboration.

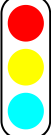
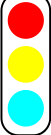
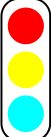
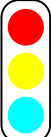
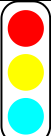
The same holds true for your team’s readiness, your community’s and the organizations and sponsors involved. On the next page are some charts that you can modify to suit your team’s approach.¹ Instead of yes or no answers, you may want to use a traffic light and let team members choose between green (ready), yellow (somewhere in the process) and red (not ready) to see where you are in the process.

¹ These charts are based on models provided in Facilitating Community Change, Darvin Ayre, Gruffie Clough & Tyler Norris, Community Initiatives Inc., 2000.

Checklist for Individual	Are You Ready?
<p>The following individual checklist will help you assess your own readiness for undertaking ACHIEVE.</p>	<p>Where do you think you are on the readiness scale?</p>
<ul style="list-style-type: none"> I have a clear picture of the time it will take to support this healthy community change effort. 	
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> 	
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Checklist for Teams	Are You Ready?
<p>The following team checklist will help you assess your team's readiness for undertaking this healthy community initiative.</p>	<p>Where is your team on the readiness scale?</p>
<ul style="list-style-type: none"> • Our team members understand their roles clearly and know how they can contribute to team goals and objectives. 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
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Checklist for Org/Sponsors	Are You Ready?
<p>The following checklist will help you assess the readiness of the organizations and sponsors in your community to fully participate in ACHIEVE.</p>	<p>Where do you think you are on the readiness scale?</p>
<ul style="list-style-type: none"> • My organization fully supports ACHIEVE, and if I were to leave my organization they would replace me in this effort. 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

Checklist for Community Readiness	Are You Ready?
<p><i>Is your community ready for change?</i> The following checklist will help you assess your community's readiness for undertaking ACHIEVE.</p>	<p>Where do you think you are on the readiness scale?</p>
<ul style="list-style-type: none"> We have a core of committed organizations and people who want to focus their attention on improving the community's quality of life and are ready to spend the political energy necessary to make a go of it. 	
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> 	
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<ul style="list-style-type: none"> 	

6) Who's not at the table?

Ask your team who is not yet seated at the table. Which community leader(s) should be added to the leadership team? Ask your team to give you three names, title and email/phone number for consideration. Consider getting them to fill out the names on a chart on colored paper (so they don't sneak out without doing it)...

Name of Community Leader	Title/Org	Email/Phone

From: _____ (Current Team Member's Name)