

**NEPA Equitable Transit Council Meeting**  
**March 14, 2018**  
**Facilitator's Guide**

The role of the facilitator in this exercise is to help move the group members from problems to solutions and from understanding and exploring to selecting action items. As each group has two designated facilitators, one can serve as primary note taker (helping to facilitate visual/physical recording of group input) and the other as conversation starter.

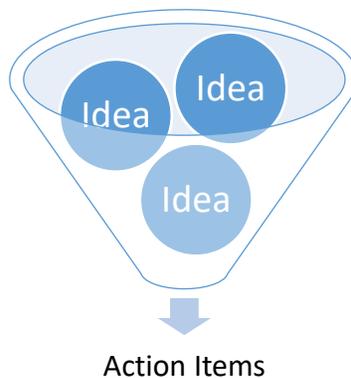
Approximate timeline:

12:20 p.m.–12:25 p.m. Ashley explains exercise, people move into groups  
12:25 p.m.–12:45 p.m. Brainstorm  
12:45 p.m.–1:00 p.m. Connect/explore  
1:00 p.m.–1:10 p.m. Select action items  
1:10 p.m.–1:15 p.m. Delegate  
1:15 p.m.–1:20 p.m. Report to group

The goal of the exercise is to narrow down and select focus areas to push forward, while making sure all voices are heard and included in the process. Today is focused on short-term action items; we are also collecting ideas that might be part of longer-term solutions.

Rules of engagement:

- Stay positive: “We’re moving from problems to solutions now”
- Defer judgement: “Let’s hear him/her out” “Yes and”
- Build on ideas: Find connections, partnerships – “If you’re doing it alone, you’re doing it wrong”
- One conversation at a time: avoid interruptions or derailing conversation – “Let’s get back to...”
- Focus on feasible, actionable, short-term ideas: “We are just getting started,” “We can get into more details in smaller meetings”



## Facilitator's Guide: March 14

### Brainstorm (15–20 minutes):

- What ideas do we have to address transportation equity through \_\_\_\_\_ (group name)?
- What would we like to see move forward in the next year or two?
- How can this council and partnership support equitable transit through this focus area?

*General rules:* Stay big and don't be afraid to throw crazy ideas out there. You can also make suggestions and get feedback if you have ideas. The number of ideas is not a problem. Focus on "yes and."

### Connect/explore (15 minutes):

- What ideas do we think we can combine from our brainstorming? Where are these connected?
- What do we think is feasible in the next one to two years to see action on this idea?
- What partnerships are necessary to move these things forward?

*General rules:* This is the first round of narrowing/combining ideas. We want to frame out action items that are feasible without getting too detailed into specifics. We aren't planning a program, we are connecting dots and consolidating ideas. It is okay for the results to be broader than those mentioned in the brainstorm, i.e., "Connecting employers to public transit" versus a particular program or institution.

- Narrow focus to fewer than 10 grouped, larger action items (ideally five to eight).

### Select (10 minutes):

*Clarify:* This is just for a first round of action items, and this isn't the be-all and end-all list of everything that the council will explore. This is just what we'll start working on next.

- Each person should get a sticker of the same color (you pick the color).
- They can each select two topics. The one or two topics with the most "heat" (stickers) will be the initial areas of focus for this group.
  - If the first round is inconclusive, eliminate outliers and do a second round (choose a different color) with each person only having one vote to narrow further.
- We'd like to have one or two, but three could be possible if they all seem to have equal "heat" or energy.
- Consensus is important. Check in with group on topics chosen.

### Delegate (5 minutes):

- Ask: Is anyone interested in helping to lead this priority area? (the overall group)
  - The leaders (or cochairs) would commit time to convening the group and addressing the action items we picked today.
- Additional volunteers may help lead on action items or be interested in specific pilot project that fits into those action items.
- Everyone doesn't have to have a specific role — the goal today was to get ideas to move forward on and help designate leaders who will take on these issues.

### Share (5 minutes):

As time allows, leaders will share with council what one or two action areas they will be exploring initially.