**Empowering Youth on City Commissions 2019 Draft Project Plan** [**DocLink**](https://docs.google.com/document/d/15TRr4htV744t_Z2jOzCg1o4Jx5xcOXi-ntrfEcpEEEo/edit?usp=sharing)

to prepare for and boost student participation in the

**MN Statewide Environmental Commissions Networking Gathering**

**Date (April 13th, 2019**  Time: 9:00 - 2:00 (or so) Location: **Hennepin United Methodist**, MPLS

Being planned by a steering team of environmental commission leaders - Kim Byrd, Mahtomedi, Laura Moore, Ramsey, Lori Tritz, EP, Ted Redmond, Maplewood, Katie Christiansen SLP, Carolyn Jackson, Edina, Richard Huelskamp Redwing, Katie Schroeer - Northfield, Tim Sandry - Bloomington,

With support from the Alliance for Sustainability Conservation MN, Metro CERTS and MPCA/EQB

**Project Leadership Team**

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**Draft Goals/ Action Steps/ Products/Outcomes**

**1.** **Connect and empower youth serving on City Environmental Commissions**

- **Outcomes**

* **UPDATE our Environmental Commissions Directory** [GoogleDocLink](https://docs.google.com/spreadsheets/d/1jaKeCzjtKGkrkGFqbRTP8A2-EuxNXSH6fh8_jc5vDcc/edit?usp=sharing) – to show which ones have student commissioners - Kristoffer Acuña kacuna@gpisd.net
* **Ensure a BIG TURN OUT of Student Commissioners at our April 13** Environmental Commissions networking event. Ask staff & Commission chairs especially invite students

2. **Support City Staff and Environmental Commission Chairs to welcome and collaborate well with their student/youth environmental commission volunteers** and their time, energy, perspectives and networks

* **Katie and Katie will ask the April 13 Steering Team to include time on the Agenda for April 14** for a discussion on how cities can best empower and work with their student commissioners topic that the 2 Katies and other youth can lead
* **Create a Best Practice Guide for cities**- that includes the benefits, challenges and solutions for cities to welcome and collaborate well with their student environmental commission volunteers- for current cities and for cities that want to add student reps.
* **April 13th Commissions Workshop** (if it is on the agenda) Students will facilitate a group conversation on this topic at the take notes and add to our Best Practice Guide
* **Support more MN cities to add youth/student positions on their Environmental Commissions** via our Best Practice Guide, April 14 discussion and/or follow up call

Draft Agenda

NAME: Sustainability Commission Conference

DATE: 4/13/2019

TIME: 8:30 – 3:30

LOCATION: Hennepin Ave United Methodist Congregation

**ATTENDEES**:

· “Sustainability” “Commission” members in the state of MN (a sustainability commission is defined as a group that has a formal standing (usually appointed) with their city council whose charter includes a focus on at lest one area of sustainability (energy, solid waste, etc.). This definition includes Task Forces appointed by the city council.

· Other groups (Note while these groups will be invited, there will not be activities focused on their unique needs):

o Groups that are trying to get a Commission started

o Cities that had a Sustainability Commission that has become defunct and there are people trying to revive it.

o Citizen groups that are trying to influence their City Council on Sustainability issues but do not have any formal standing

· Projected attendees: 60 to 70 based from 35 Commissions based on last year’s attendance (70 people for 28 Commissions registered to attend the 2018 event).

· City Council and City Staff will not be invited

**AGENDA:**

|  |  |
| --- | --- |
| 8:30 – 9:00 | Registration / Breakfast / Networking |
| 9:00 – 9:05 | Welcome / Preview of the Day |
| 9:10 – 10:10 | Breakout Session 1: up to 8 concurrent sessions on Energy/Carbon, Organics, Water (Surface and Ground), Sustainable Lawns / Landscaping, Transportation |
| 10:10 – 10:20 | Break, move to Breakout Session 2 |
| 10:20 – 11:20 | Breakout Session 1: up to 8 concurrent sessions on Energy/Carbon, Organics, Water (Surface and Ground), Sustainable Lawns / Landscaping, Transportation |
| 11:20 – 11:30 | Break / Networking / Collaboration Opportunities |
| 11:25 – 11:45 | Report Out: each facilitator has 2 minutes to report out on things that struck them as especially interesting) |
| 11:45 – 12:30 | Lunch / Networking / “Gallery Walk” – “*Topic Summaries”* posted in one of the breakout rooms that participants to view / take notes / photograph. |
| 12:30 – 12:45 | Presentation: How to influence behavior |
| 12:45 – 1:15 | Panel Discussion: Effective Residential Outreach |
| 1:15 – 1:45 | Panel Discussion: Effective Business Outreach |
| 1:45 – 2:15 | Panel Discussion: Effective Youth Engagement |
| 2:15 – 2:30 | Wrap-up / Next Steps |
| 2:30 – 3:00 | Networking & Regional / Project Collaborations |

**PRE-EVENT COMMUNICATIONS:**

· Summary of the day

· Pre-Work – *TOPIC SUMMARY* to be shared, Collaboration Ideas

· Think about / discuss with your other Commissioners:

o Is there an initiative that you would like to partner with other Commissions on (e.g. inter-city Home Energy Audit contest)

o If you would be willing to host a networking sharing event (“Happy Hour”) for Commissions in your region.

**REGISTRATION / BREAKFAST** (30 minutes)

· As participants arrive, they stop at the “registration” table to

o Fill out a name tag with name and city and complete a “I am passionate about” name tag.

o Pick up a “packet” that contains

§ A list of all those how have registered, their contact info, their city, role, and a link to the city’s web site (if one exists).

§ One pager that provides a description of each of the cosponsors and what services they have to offer Commissions.

§ A list of other sustainability organizations and contact info

§ A survey to be completed at the end of the event

§ Announcement of CoSponsors of “events” (presentations, seminars, etc.) that Commissions will be invited to attend)

o Fill out a *TOPIC SUMMARY* that they will share at their topic table that includes: Name of City, Title of Initiative, Brief Summary (3 to 4 bullet points), Contact Person for more details

· Once “registered” the participants can partake in a continental breakfast (pastries, fruit, coffee / tea / juice). We will attempt to make this a zero waste event

· There will be a table or two with literature regarding the services and programs of the cosponsors.

· **8:45: FACILITATORS MEETING:**

o Role: Time keeper, Discussion monitor, Notes of interesting ideas to be reported to rest of group.

**WELCOME / PREVIEW** (15 minutes)

· Welcome / Agenda Review / Acknowledgements (Steering Committee, Cosponsors, etc) (5 minutes)

· Cosponsors will have 30 seconds each to

o introduce themselves and provide a brief overview of their services (and direct people to the one-pager in their packet and the table that has literature about each of the copsonsors)

o Announce any event(s) that they will sponsor that will be targeted at Commissions (e.g. Creating a Climate Actions Plan)

· Call out Commissions who are in attendance -- ask participants from each city to stand-up (5 minutes total)

· Overview of the day (5 minutes)

**BREAKOUT SESSIONS** (80 minutes): There will be 2 sessions of 60 minutes each with a 10-minute break to switch to a different breakout group.

· **Outcome:**

o A list (TOPIC SUMMARIES) of initiatives cities have done (or are doing) that could be a model for other cities and a brief description of what they did and how.

o Facilitator to note things that are especially interesting / impactful that they want to share with the whole group during the report out.

o Themes / insights (e.g. common challenges). This will be especially helpful for the cosponsors as they think about how they make their programs most effective.

· **Overview:** One topic per breakout group. Max 8 participants per group. The number of tables for each topic will be determined based on registration feedback. There will be a group for each of the topics below:

o Energy / Carbon

o Organics

o Water (surface water quality and/or ground water conversation)

o Transportation

o Sustainable Lawns / Landscaping

· **Discussion Format**:

o Each **participant** will come prepared to

§ Share something that their city has accomplished in the this topic area and be prepared to answer the following questions:

1. “What did you do and what was the outcome” (include any data such as who many participated, measures, etc.)?

2. “What worked well?”

3. “If you were to do it over, what would you do differently?”

4. “What resources were especially helpful or would have been helpful?”

§ If the participant is there to learn (is not sharing an initiative), they should be prepared to answer the following question:

1. “Is there is something that you are considering doing in this area?

2. “What barriers do you have or what assistance do you think you’re going to need going forward”

§ There may be some that are there only to listen and ask questions.

§ Each city that has something to share will have 5 minutes max

§ Once a city is done sharing, allow a couple of minutes for the group to comment / ask questions

o **Facilitator** will do the following:

§ Have all participants introduce themselves – name and city.

§ Set up the conversation – how it’s going to go, agenda, (perhaps there is a sheet with these bullet points on it that s/he can refer to)

§ Get a sense of the participation. Ask for a show of hands to the following questions

· Who has something to share about what their city has done in this area?

· Who is considering doing something and is looking for advice?

· Who is here to just listen and learn?

§ Ask questions and keep the speaker on track

§ Ensure no one is dominating the conversation

§ Note a few interesting things that you will share with the rest of the group.

Record those themes on a large sheet of paper

o **Scribe**

§ Record (on large sheets of paper) a bulleted summary of what each city reports (include the name of the city)

· If sharing something they did include

o what they did, the outcome,

o worked well / or not,

o resources that were critical or resources they could have used.

· If sharing what they might want to do include

o What they are wanting to do

o resources needed

**NETWORKING / COLLABORATION / BREAK**: (15 minutes): Participants are encouraged to seek out others to exchange contact info, ideas, ways for inter-city collaboration, etc.

**PRESENTION: HOW TO INFLUENCE BEHAVIOR**: (15 minutes)

**PANEL DISCUSSION:** EFFECTIVE RESIDENTIAL OUTREACH**:** (30 minutes)

**PANEL DISCUSSION:** EFFECTIVE BUSINESS OUTREACH**:** (30 minutes)

**PANEL DISCUSSION:** EFFECTIVE YOUTH OUTREACH**:** (30 minutes)

**REPORT OUT:** (20 minutes)

· Report Out: Each **facilitator** provides a brief report items that stuck them as especially interesting

o What each city accomplished

o What cities are thinking about doing / what they wanted to learn about

The facilitator will also report on themes / insights.

**LUNCH / GALLERY WALK / NETWORKING** (45 minutes) – “*Topic Summaries”* posted in one of the breakout rooms that participants to view / take notes / photograph

**NEXT STEPS:** (15 Minutes)

· **Outcome:** Clarity on what the group would like to see happen next.

· **First Question:** Should this event happen again

o MC will ask the question: “If this event or something like it were held a year from now, would you attend?”

o MC will ask the follow up question: “What change could we make that would make more likely that not only would you attend but would actively recruit others on your commission to attend” (have record 5 to 10 responses).

o Voting: Each participant is given 3 sticky dots and told to vote. They can spread out their dots or put multiple on one item. THEY WILL BE ASKED TO VOTE AFTER the FINAL WRAP UP

· **Second Question:** What could the Steering Committee / Cosponsors do in the meantime to Commissions be more effective / impactful?

o There will be sheets with suggestions from the cosponsors (2 ideas per cosponsors -- the cosponsor will not be identified). These will likely be workshops or making resources available.

o The MC will ask the group for additional ideas. Pick the first 5.

o Voting: Each participant is given 3 sticky dots and told to vote. They can spread out their dots or put multiple on one item. THEY WILL BE ASKED TO VOTE AFTER the FINAL WRAP UP

**WRAP UP AND ACKNOWLEDGEMENTS:** (5 minutes)

· Thank those that attended

· Encourage them to report out to their commissions

· Note that the notes and contact list will be posted to a Google Drive site distributed to all those that registered

· Thank the cosponsors and steering committee members

· Encourage people to network while they have the chance

· Ask them to complete the survey and drop it off before they leave.

· Have people announce