

Assets + Opportunities Workshop

Facilitation Guide



Purpose

This workshop is designed as one of the initial types of input opportunities during the City's Community Planning Area (CPA) assessments.

Instructions

This workshop can be done with a group or individually. Ideas can be captured on paper and submitted to any local library or via a template online.

Materials you will need

- These facilitation instructions
- For in-person facilitation
 - A flip chart and markers OR
 - Post it notes, markers, and a display space (e.g. a blank wall or easel)
 - Printed and cut out Comprehensive Plan elements
 - Printed map of the area (optional) or the ability to show the online map
 - <https://tinyurl.com/CPAmap>
 - Tape
- For facilitation online
 - Internet access
 - Video meeting (e.g. Google Hangouts or Zoom)
 - Helper(s) to help watch the door, monitor video for inappropriate sharing, and help type verbal comments onto the Miro board or Jamboard
 - Input template – send request at least 24 hours prior to abcto@cabq.gov
 - Miro
 - Jamboard



Roles/Responsibilities

- Host / Facilitator
 - Before the meeting starts:
 - Rename self with what participants will call you, including preferred personal pronouns
 - Check security settings based on who you've invited and how big the group will be. If there will be people you do not know well, you may want to set the security in your video meeting to not allow people to unmute or share their screens but do allow them to chat. (You will need to change the settings when it's time for the input activity.)
 - Make any helpers for your meeting co-hosts so that they also have access to meeting controls/settings. If you will not have helpers, note the additional tasks you will need to do below.

- When the meeting time arrives:
 - Welcome everyone
 - Introduce yourself. If the group is small, have everyone introduce themselves and/or check-in using a question like: “Where do you like to walk?”
- Door keeper (optional)
 - Rename self with preferred name and gender pronouns
 - As people arrive in waiting room, send an occasional chat to waiting room welcoming everyone and letting them know when the meeting will start.
 - At meeting start time, start letting people in from the waiting room.
 - During the meeting, keep an eye on the waiting room and let people in.
 - Regularly check people’s video. Remove anyone showing anything inappropriate.
- Helper / Chat monitor (optional)
 - Rename self with preferred name and gender pronouns
 - After people join the meeting, copy into the chat:
 - Welcome! We’re glad you could be here tonight. While we wait for others to arrive, please type your name in the chat to “sign in.”
 - If you’re comfortable, please rename yourself with your real name. Click on the 3 dots on the top right of your video box and choose “Rename.”
 - We’d love to see you! Please stay on video unless you need extra bandwidth.
 - Check people’s video. Remove anyone showing anything inappropriate.
 - Monitor the chat and help answer questions. If anyone chats something inappropriate or offensive, remove them from the meeting.
 - When the facilitator announces the start of the input activity, post the Miro link provided by City staff in the chat.

Meeting Script

To start the meeting: Welcome everyone. Decide on some community agreements for this workshop. How will you treat one another? You can write these on a flip chart or type them in the chat box. Ask everyone to agree verbally or by typing “yes” or “I agree” in the chat box.

If online:

- Either share your screen or ask people to go to either the Miro or Jamboard link provided by CABQ staff.
- Tour how to make a sticky note and type an idea.
- Have people practice moving a sticky after they create it. Ask a silly question like: “Red or Green?”

Prompt 1: Assets

Think for a moment about your community.

Picture yourself and others moving around in different ways: walking, driving, biking, riding the bus.

When you think about what you see, what stands out as an asset – something you value, something you love seeing or doing, maybe something that could be leveraged to encourage more good things in your community?

Request:

- Ask people to write ideas on sticky notes – 1 idea per note. People can work independently or you can have them take turns saying ideas outloud as someone else writes them down on a sticky note.
- Ask a helper move the ideas into the categories that seem relevant. (You can always move these later!)
- Give the group at least 10-15 minutes.
 - Use the Comp Plan element categories to prompt ideas if the group slows down. Try to get at least 1 asset/strength for each element.
 - You can also prompt people to think about all the different areas within the CPA.
 - Note that Miro includes a map in a different frame.
- Summarize.
 - Either note a pattern you see. Example: maybe one element has the most strengths.
 - Be sure to end on a positive note. Example: This community has a lot of assets!

Prompt 2: Opportunities

Prompt 2: Opportunities

- Have people stand and stretch for a minute. They can turn off their cameras.
- Go to next frame in Miro or next slide in Jamboard
- Now let's think about opportunities for things to be even better in your community.
 - What do you see that could be better?
 - What do you not see that you want to see?
 - Is there anything that you and your family want to be able to do within your community that you can't?
 - Are there any opportunities to leverage the assets we just talked about to improve things? In what ways? What would make things better? How could they be better? What would that look like?

Request

- Ask people to write ideas on sticky notes, as they did for Assets.
- Summarize.
 - Note any patterns you see. Example: maybe one element has the most strengths.
 - Be sure to end on a positive note. Example: You all have lots of ideas for how to make things better!

Thank you

- Thank people for their time and great ideas.
- Mention they can provide more input through the Community Planning Area website:
 - <https://cabq.gov/cpa>
 - Or by scanning this QR Code



Submitting Input / Results

- If you used a Miro board or Jam board, send an email to abcto@cabq.gov.
 - Tell us which Community Planning Area you focused on.
 - Give us the link to the Miro Board or Jam Board you used.
 - Staff will close access to the board and make sure the input gets consolidated into the CPA assessment.
- If you used flip charts, take pictures of the input and email them to abcto@cabq.gov.
 - Tell us which Community Planning Area you focused on.
 - Check the pictures before you send them to make sure:
 - All the input is legible. If not, re-write and take a new picture to send to us.
 - It is clear which Comp Plan element the input is associated with. If not, move the sticky note into the right category (or leave it by itself if it isn't clear to you, either!) and take a new picture to send to us.

Comprehensive Plan Elements

See more detail: <https://compplan.abc-zone.com/elements>

Community Identity



The qualities and character that make places and communities distinct.

Economic Development



How the economy contributes to quality of life for all residents.

Land Use



The range of uses that provide for the needs and lifestyles of all community members.

Housing



The range of options for where and how to live.

Transportation



The range of safe, efficient options to move around safely whether walking, biking, driving, or taking transit.

Parks & Open Space



How recreation improves quality of life by contributing to health.

Urban Design



How streets and public spaces connect uses to create good places for people.

Heritage Conservation



The importance of art, culture, history, and archaeological resources in communities.

Infrastructure + Community Facilities



*How utilities and
public facilities
support communities.*

Resilience + Sustainability



*The interactions
among climate,
water, natural
resources, and
community health.*