

EEAC Annual Meeting - Facilitator's Guide

Original Planning Document from 10/28/20:

[20.10.28_EEAC_Annual_Meeting_Planning2020.pdf](#)

WHEN: December 3rd, 2020, 5:30pm to 7pm

WHERE: Zoom, through Eventbrite Invitation

WHO:

- River will give introduction and host transitions
- Bonnie R will put all slides together in Google Slides
- Fran will handle the chat and the behind-the-scenes during the meeting
- EEAC Committee will share updates: Programs, Website, etc?

PLANNING TIMELINE:

Nov 23: Eventbrite announcement sent out today

Nov 25: Fran will confirm bios for speakers, send calendar hold and ask for copy of slideshow

Nov 27: BLM statement added to website by Shig after another look from SC

November 30th, 2020 @ 5:30pm: Dry Run of Technology, Slide Deck due, Polls entered in Zoom, Group will craft reminder email to send out to attendees via eventbrite, Thank you and Survey for post-meeting + Invite to January event, talk about closing sentence stem for after break out room

5:15pm arrival for participating folks

Agenda Item	Timing	Technology Needs	People Responsible
Welcome w/ Chair BLM statement for EEAC	10 min	Reuse Sarah's slides - shared as a group/Bonnie updates template - all contribute Slides: Adaptive Plans, BLM statements (sign off from Steering Committee on document, posted on website)	River presenting Mary on chat
Outdoor Learning Toolkit for NYC w/NWF	20 min, presentation, 10 min for questions	Slideshow from NWF, bios Chat questions	Sarah Ward/NWF + Kristin Fields/ GrowNYC

		Calendar invite (River to send out from EEAC email)	presenting, Mary on chat
Nature/Stretch Break	5 minutes	<p>Nature camera? Guided Stretch?</p> <p>People can answer the communications survey in this time.</p> <p>Share your artifact that connects you to EE.</p>	artifact share - Ray
Voting for Steering Committee	10 minutes	<p>Virtual voting: zoom polls (River will set up)</p> <p><i>Should we collect announcements?</i></p>	River to launch polls Mary on chat
<p>Civic Engagement in EE / Pitch for "TEEP" in January</p> <p>1.) TEEP to EEPF, current state of projects (database)</p> <p>2.) Forum workshop in January - 14 questions, ask people to start thinking - EE plan</p>	20 minutes	<p>Slides from Bonnie?</p> <p>Mike can group questions into buckets/categories (3-4)</p> <p>Bonnie creates padlet (pre work for January)</p> <p>padlet-4s1sw5b7ziy1m45.pdf</p>	Mike Zamm Mary on chat
Upcoming Events and Membership Info and Committee sign up	10 minutes	<p>Slides from Bonnie</p> <p>>Upcoming Events, include NYSOEA</p> <p>>Committee backdrops?</p> <p>>January, 14th - Comm</p> <p>"The Forum" January 1/14 3:30 - 5:30</p>	<p>Which committees will update?</p> <p>Ray - Com, Shig - website</p> <p>Mary - membership & finance stats</p> <p>Fran/Sarah? - Programs</p> <p>Who will speak?,</p>

			<p>“how do you want to help?” google form</p> <p>There are many opportunities to become more active within this vibrant community of environmental educators. Please let us know your areas of interest via this Google Form: https://goo.gl/forms/048J9R0TyGGE56cl2</p>
Networking Time (optional)	7-7:30pm 30 minutes	<p>Breakout rooms Need a next step for participants, which email, when we'll get back to you etc</p> <p>Google doc for each break out room (notes)</p>	<p>Break out rooms/ each room needs a point person/ notetaker (Isa, Bob)</p> <p><i>New to EEAC: Answer questions about committees</i></p> <p><i>Prompt #1: equity Isa</i></p> <p><i>Prompt #2: covid programming Bob</i></p> <p><i>Mix and mingle Ray</i></p>
<p>Closing:</p> <p><i>TBD: “How will you contribute to the future?” - read out from google forms</i></p>	5 minutes	Sentence stem..	Who will read out responses?

Breakout draft questions--these are all intentionally broad

Room 1: Equity and Access in EE

- What are the greatest challenges you/your organization face regarding equity and access in programming? In staffing?

- What steps are you/your organization taking to address inequity and inaccessibility in programming? In staffing?
- What successes have you/your organization had in mitigating issues of inequity/inaccessibility? What are your metrics for success?
- Considering that EEAC's revitalized mission is to "cultivate an inclusive community committed to increasing its capacity to understand and address NYC's environmental and related societal challenges"...
 - how can we help you meet your greatest needs regarding issues of equity and accessibility in EE?

Room 2: Programming in (spite of) a pandemic

- What are the greatest challenges you/your organization have faced while providing public programming during the pandemic?
- What are your/your organization's greatest successes in providing public programming during the pandemic?
- What has been your greatest 'a-ha' moment while programming in a pandemic?
- What resources and strategies would you recommend to others?
- Considering that EEAC's revitalized mission is to "cultivate an inclusive community committed to increasing its capacity to understand and address NYC's environmental and related societal challenges"...
 - In what ways can EEAC and its membership support you in providing quality programming during the pandemic?

Room 3: EEAC first-timers

- See this as being more of an orientation to the group: the who, what, how, and why, and how folks can get involved (this might be a great source for a membership FAQ that could be posted to the website)

Room 4: Mix and mingle

No questions, or...

- how are you practicing self-care in the pandemic?
- What EE-related blogs/websites/books have you recently discovered? What are your go-to's for inspiration?

Closing sentence stem ideas:

Closing out 2020, I am grateful for.... Entering 2021, I look forward to...

In 2021, I am committing myself to...

In 2021, I look forward to...

In 2021, one relationship I will nurture is...

In 2021, one skill I will teach others...

In 2021, one gift I will share with others...

Right now, I am inspired by...

When I think about the coming year, I am most excited about...

Mike's Questions for Civic Engagement in EE

These are the questions I've come up with for the 20 minute Environmental Education Projects Forum (EPPF)/TEEP segment of the annual meeting (12/3). They are also the initial basis for the EPPF/TEEP V workshop, which I assume will now be in mid-January, 2021.

The questions are somewhat aligned with the Biden Climate Change Plan and with some local initiatives that have been discussed at past TEEP workshops. They are meant to be initial points of discussion.

For the annual meeting we would briefly review present EPPF/TEEP projects for 5 minutes and then show these questions with any additions, deletions or edits, and ask for feedback with respect to their inclusion as points of focus at the January workshop.

- What curricula on climate change is available and/or can be created to reinforce student activities around school weather stations?
- What curricula on climate change is available and or can be created to reinforce student activities around school solar energy installations?
- What curricula on climate change is available and/or can be created to support student comprehension of electric cars and their expansion in the U.S?
- **What activities and materials can be used to help instill values in students that lead to their participation in citizen action for climate change?**
- What activities and materials can be used to help students understand the importance of "green infrastructure" in reaching net zero carbon emissions?
- How can we help students explore that developing a greener economy will reduce air and water pollution and improve public health?
- What activities and materials will help students understand the need to reduce methane emissions to slow global warming?
- What activities and materials will help students understand the most effective ways to improve energy efficiency in buildings, transportation, etc.?
- How can we help youth understand the relationships between addressing climate change and protecting biodiversity?
- What activities and materials can be employed to help students understand the connection between specific resilience measures and climate change?
- What activities and materials will help students understand how an improved, modern system of railroads can reduce carbon emissions?

- How can we help youth explore societal and community systems with the goal of developing plans to achieve net zero carbon emissions?
- How can we help youth understand the relationship between food production systems and climate change?
- What activities and materials can help students understand how environmental justice relates to all initiatives to address climate change?

Ways to Engage with Audience Virtually

When would adding these to the meeting add value?

Engagement Strategy	Questions	Notes
<i>Thinker Questions to send to participants before the meeting through Eventbrite to prepare to talk about civic engagement and youth.</i>	<ul style="list-style-type: none"> • Share an example of a civic engagement you've led with youth? • Give a shout out to a program that creates civic engagement opportunities for youth? • 	
<i>Google Form A place to gather votes, announcements and closing questions from the audience.</i>	<p><i>TBD: "How will you contribute to the future?" - read out from google forms</i></p> <p><i>Alternate question(s):</i></p> <ul style="list-style-type: none"> • <i>What makes you hopeful about the future? (1-2 words)</i> • 	
<u>Padlet</u> <i>An interactive webpage that allows users to leave comments in real time.</i>		
<u>Jamboard</u> <i>An interactive page that allows users to post sticky notes, drop images and</i>		
<i>Polls through Zoom</i>		

<i>Polls through Poll Everywhere</i>		
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Things to communicate to Membership, from Strategic Priorities, Month 1-6:

Organizational Leadership/Communications

- Communicate new direction to membership (mission):
 - frame EEAC as a learning organization
 - be honest/transparent about EEAC shortcomings and gaps, and ask for help/suggestions. Acknowledge that achieving our mission will require a great deal of listening/learning on the EEAC's part
 - Prioritize sharing the goals/needs of the new EEAC and ways to engage membership and not-yet-members in being a part of the next phase of EEAC to help distribute the workload
 - Reinforce the new mission statement

Encourage Active Participation

- Keep members informed of fun and valuable volunteer opportunities
 - Recruit new members to increase potential contributors to the work
 - *Actively remind membership of committees/roles they can volunteer for--what are the benefits to volunteering, and how much fun it is (ongoing)*

From Subcommittee spreadsheets:

Program Committee:

Host annual meeting, invite membership input on what will be most useful in terms of special content; survey membership post-event to learn what worked, what didn't, what was missing

Communications Committee:

Survey membership re: newsletter readership, satisfaction, and what they'd like to see more of in the newsletter or if they want/need a newsletter at all.

Data Collection from Membership about...

Communication

What is your preferred way to receive information/communication from EEAC?

- Emails on an as-needed basis via listserv
- Regularly scheduled emails (monthly/bimonthly, quarterly)
- Stand-alone digital newsletter publication, published on a quarterly/triannual basis
- Stand-alone printed newsletter publication, published on a quarterly/triannual basis (*this would be a new effort; hasn't existed for many years -MM*)
- what they'd most like out of the website -

The listserve is our primary way of communicating with members. Please name one or two ways we can improve the user experience. Please name one or two ways we can increase its relevance.

Something about the website--

Do you visit the website? If so, why? If not, why?

Newsletter--

What newsletter features do you find useful (list out sections)

Name one or two ways that the newsletter could be improved

...more ideas t/k

What do you want out of EEAC? How can we meet your needs?

Confirmation e-mail:

Zoom Link

Artifact of your connection to EE

Communications Survey

Committee Sign-up Form

Follow- up email to attendees:

EEPF padlet

Committee contact info