



## Water

### Meeting Agenda and Host Guide

*We suggest that this meeting be around 1 hour long.  
Be sure to allow for some time before the meeting starts for team members to socialize.*

#### Tips to Prepare for Your Meeting

**Plan Your Meeting:** Decide if your meeting will be in-person or virtual.

- If in-person:
  - Decide where to meet. If you are not comfortable inviting the team to your home, ask your team leader or another team member if they could host or consider a nearby public location like a library, community center, or cafe with WiFi access.
  - Set up a seating area for your guests with a computer or TV with computer connection option (usually an HDMI cable or screencasting) so you can show a video and folks can easily see and hear it.
  - If you can, consider offering drinks or snacks! It doesn't need to be fancy, some water/coffee and cookies, or anything simple, works.
- If virtual, meeting options include Zoom or Google Meets.
  - NOTE: Free video call options – [Zoom](#) allows for a maximum of 40 minutes free and [Google Meet](#) allows for 1 hour with a google account.

**Send a Reminder Email:** One week before the meeting, send a reminder email to your team with the day/time/location of the meeting as well as the follow up activity that folks should have completed before the meeting. If you are meeting virtually, include the link for the virtual meeting. It can also be helpful to add your phone number into the email in case people arriving have questions about where to go or park. Here's a sample email:

- *“Hi all! Just a reminder our next team meeting is next [date, time] at my home, [address]. Please remember to check out the Be Water Wise action category, mark off the actions you already do and choose 3-5 new actions before we meet. If you have any questions or*

*need help finding my place, please feel free to text or call me at [phone number] I look forward to seeing you all then!*

**Facilitation Tips:** Don't worry, meeting facilitation is easy! You don't need to be an expert on the topic or have facilitation experience. The role of the facilitator is simply to help guide the meeting process and keep things moving through the agenda.

*To get ready before your meeting, be sure to:*

- Read through the agenda and practice any parts of the meeting that would be helpful like checking your video setup and playing the topic video.
- Look through the resources, read each one so you are comfortable with the content and ready to share them.
- Plan to watch the clock or set a timer to help you stay on time with the agenda. You can also ask someone else at the meeting to volunteer to help you watch the time.

*During discussion sections of the meeting:*

- Listen to everyone as they share, this will encourage people to participate. Another great way to encourage participation is to acknowledge or thank people for sharing or highlight something that was helpful or meaningful.
- After you ask a question, be sure to pause as needed for people to consider their answer and prepare to reply.
- If someone hasn't spoken much: consider encouraging them to share by asking them if they have anything they would like to add. If they share, thank them for sharing!
- If someone is talking a lot: consider thanking them for sharing and asking the group if anyone else has thoughts they would like to add.
- If anyone has questions throughout the meeting that team members can't answer, ask the Team Leader to take notes and send them to the program leaders for assistance.

## **Water Meeting Agenda**

- **Time for Informal Socializing** – 10 - 30 minutes before the meeting start time
  - As guests arrive, greet them, mention where the bathroom is, food/drinks, etc.
  - Encourage folks to chat and connect before the meeting gets started!
- **Welcome and Discussing Last Meeting Topic** – 20 minutes
  - Welcome everyone
  - Discuss the topic from the last meeting and ask people to share what steps they have taken. Go around the room so everyone can participate. Ask the following:

- What actions did you choose to complete from last meeting's action category?
  - What steps toward completing the actions you chose have you taken or are you planning to take?
  - Did you get stuck or have questions on an action? What surprised you or was most interesting?
- **Show Water Video & Discuss – 10 minutes**
  - Introduce the topic - for example:
    - Today we'll be focusing on the Water Wise action category. First we'll start with a video that will provide an overview of the action category.
    - **The video can be accessed [here](#).**
  - Have a quick chat about the video - ask folks to share their reactions and what resonated with them. What surprised folks? What stood out?
- **Activity: Water Use Quiz – 10 minutes**
  - [Follow the activity instructions here](#)
- **Discuss the Action Category – 10 minutes**
  - Pull up the action category on the Challenge site. Go around and share - which actions are interested in doing or learning more? Are there actions you have completed and could help others with?
  - Resources (rebates, credits, and local programs) are listed at the bottom of each action. Peruse and share what you find with your group!
- **Follow Up and Next Steps – 5 minutes**
  - Go over the next steps with your team, let them know you will also send the follow up steps by email: Before the next team meeting:
    - Log onto the Challenge site and navigate to the Water Wise action category.
    - Go through the actions in this section and mark any that your household already does as "I already do this".
    - Then select 1 - 3 new actions in this category that you'd like to complete, click on "Choose", set a goal and add it to your list. Then complete the actions or start making a plan to complete them.
  - **Thank everyone for coming to the meeting!**
  - Remind everyone if they have any questions about using the online platform they can send them to your team leader who can ask the program lead for assistance or submit a question through the platform using the question form.

- Ask your team leader to confirm who is leading the next meeting and ask that team member to remind folks of the date and time of the next meeting.

## **Follow Up from Your Meeting**

Great work! Terrific job leading your meeting! We hope you had fun and that your team is excited about the topics and taking actions. Your last step - follow-up:

- After your meeting, ideally within 24 hours, send a follow up email to everyone in your group. Here's a sample email:
  - *"Thank you all so much for attending yesterday's team meeting! As a reminder our next meeting will take place on [date, time] and will be hosted by [name of next meeting host]. Before our next meeting, be sure to complete the following:*
    - *Log onto the Challenge site and navigate to the Water Wise action category.*
    - *Go through the actions in this section and mark any that your household already does as "I already do this".*
    - *Then select 1 - 3 actions in this category that you'd like to complete, click on "Choose", set a goal and add it to your list. Then complete the actions or start making a plan to complete them.*

*If you have any questions or issues using the Challenge site, reach out to [team leader's name] or post a question through the question form on the site. Thanks again!"*