



United Neighborhood Houses  
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## Building Healthy NYCHA Communities Through Food Sample Planning Meeting Facilitator's Guide

This facilitator's guide assumes a 2-hour community-planning meeting. With more time, the group could dig into more detail. Information within the **SCRIPT** that is in italics is an instruction to the facilitator. Within the script, all text not in quotes is the actual script.

### MEETING PREPARATION

#### MATERIALS LIST:

- Markers (20 flip chart markers and/or sharpies)
- 2 inches of ½ sheets (can use the unused sides or recycled paper)
- 50 full sheets of paper (25 white and 25 another pastel color)
- 2 post-it flipcharts
- Name cards – can be as simple as a folded piece of copy paper.
- Blue painters tape at least 1" thick
- Thumbtacks (if you have a sticky wall and can use the tacks in the wall)
- If you have a sticky wall, it is great for moving things around. You can make one from a rip stop or sport nylon. Fabric purchased by the yard will be 60 inches high. Walls can be any size, but 8 or 9 feet long is common. Once the fabric is cut, you can spray it with 3M adhesive spray.

#### CREATE POSTERS

- Meeting Goals
- Agenda
- Parking Lot
- Sheet titled "VICTORY"
- Next Steps
- On full sheets of paper write instructions for each activity.
  - a. Current Food Environment Sheets should read:
    - i. 3-5 of your favorite places - 1 food place per half sheet.
    - ii. 2-3 of the worst places - 1 food place per half sheet.
  - b. Poster Activity should read: **Green is 1<sup>st</sup>, Yellow is 2<sup>nd</sup> and Red is 3<sup>rd</sup>.**
  - c. Action Plan should read: **Write down 5 next steps as a team. Write on half sheets, 1 action per sheet.**

#### MEETING SET-UP

1. Put the Agenda, Meeting Goals and Parking Lot on the wall that people will be facing.
2. If you have one, post the sticky wall.
3. Set up a flip chart easel at the front of the room.
4. Put markers on the table (s) for participants to use.

## **PARTICIPANT COMFORT**

- *Have snacks and drinks or meal options depending on the time of day.*
- *Have sufficient space to spread out a little.*
- *Make sure there is visibility to the main area where information will be posted/presented. A long wall / large white board or chalkboard can be used to post feedback.*

## **MEETING SCRIPT**

### **WELCOME & MEETING GOALS – 10 min**

*Facilitator introduce yourself (name, brief overview of your organization and your role for the day).*

Thank you for joining us today! We are working to identify, plan and develop programs and places that will support increased access to and more eating of healthy foods in our community.

Our goals are to:

- Identify priority healthy food projects and programs for our community
- Leave this meeting with a shared commitment to move forward in a strategic fashion based on the decisions made.
- Develop an Action Plan/Calendar of important actions through x date.
- Identify people who want to take an active role on the planning team or in other ways to support the planning process.
- Get to know each other better and have fun.

*Provide basic info. about comfort including where restrooms are located, that people can stand up and move around, refill coffee and grab a snack during the meeting.*

### **INTRODUCTIONS AND ICE BREAKER - 10-20 min depending on the size of the group.**

First, we are going to go around the room. Everyone say your name, the name of your organization, and **share a healthy delicious food you wish was affordable and accessible in every neighborhood of NYC.**

### **BRIEF DISCUSSION OF OUR CURRENT FOOD ENVIRONMENT – 15 min**

Write your top 3-5 favorite places in your neighborhood where you can get some healthy food items – can be a food retailer or grocery, farmers market, CSA, restaurant...Write each place on a separate half sheet. Or, if you don't have a sticky wall, use 3x5 post-it notes instead.

*Give people 5 minutes to write down top 3-5 places*

Bring up your top 2 favorite places and post on the wall up on a wall so everyone can see and compare. Then bring up the rest.

What are the worst food places?

Please write down the 2-3 worst "food" places in the neighborhood for shopping healthy. Bring these up to the board and post them to the right of the favorites?

What do we see? Any sites popular amongst the group? How about disliked.

Tell us what you like about your favorite place and what you don't like about the worst food place.

If you could open the ideal "healthy food place" in your community, what would it be and what products and services would it provide? Where would you put it?

*Record on a flip chart. Instead of using half-sheets, you could bring in an extra large map of the neighborhood and have people write favorite and least favorite food places on the map. Favorite and least favorite places should be different colors. If multiple people like the same store, add checks next to the store name for each person.*

#### **VICTORY – 10 min Group Brainstorm**

Envision the collective desired future - If we are successful at making healthy food more accessible and at motivating residents to prepare and eat healthy foods, what will we see and experience in our communities. Think of words and short 3-5 word phrases.

*Put the ideas on a flip chart, and then post on the wall.*

#### **POSTER ACTIVITY - Review and Rank Access and Use Projects – 30 min**

*Hand out 3 stickers to each participant that are 3 different colors (for example, red, blue and green) Invite participants to walk around the room and review each poster.*

Walk around the room and review the different healthy food access and use concepts. Then, go back around the room and rank your top three choices using the stickers. Green is 1<sup>st</sup>, Yellow is 2<sup>nd</sup> and Red is 3<sup>rd</sup>.

*Write the top ranked concepts on a flip chart. If it is a big group have 3 participants count the top concepts. Assign 3 posters each and quickly get a count.*

Are there other healthy projects participants would like to consider?

*Add new ideas to the flip chart list and confirm the groups top ideas.*

#### **BREAK – 10 min**

#### **KEY ACTIONS – What are our key next steps to move forward on the planning process? – 30 min**

*Group Brainstorm*

- Are there any barriers or weaknesses we need to address through our key actions? *[If time (an additional 15-20 minutes), the planning meeting could include a brainstorming on strengths and weaknesses/barriers. This would help uncover resource needs and critical next steps.]*

Break into pairs of 2. Write down 5 next steps as a team. Write on half sheets, 1 action per sheet.

- What steps need to happen within the next 30 days or 2 months?
- The Calendar (an additional 15-20 minutes) *Post the list of actions on flip chart paper and have the group determine a best guess ideal date for getting started and completing each one.*
- When should we get started on x action? When should we be finished?

Does anyone want to take this action on/be responsible for kicking off the work and making sure that team members who commit to working on it, work to complete it by the deadline?

*If there is no time to assign roles, at least capture contact details from the people interested in playing a role in the planning process. –*

#### **REVIEW ACTION PLAN/NEXT STEPS – 15 min**

- Has a date been set for the next planning meeting?
- Who will coordinate?
- Establish the goal(s) of the next meeting and link to the action plan.
- Walk through the Action Plan. Any thoughts, questions or concerns from participants.

#### **ADJOURN AND CELEBRATE YOUR HARD WORK**