

Thank you so much for agreeing to help facilitate the visioning round table discussion session at **Re-Imagine Butler County, on Saturday September 29, at Founders Hall in the student union building, Butler County Community College**. BC3 is located at **107 College Drive, Butler PA 16002**.

Below is information about the event. Please read carefully through the instructions below. Please print out this email and bring the instructions with you to the event.

**Directions and Parking:** Come into the campus via the main entrance off Decatur Drive. Take the main drive all the way around the back. Founders Hall and a fairly large parking lot are at the end of College Drive. Founders Hall is the second floor of the building that has the student union on the first floor. The parking lot is directly across from the building. However, the building is not level with the road. Take the sidewalk up the hill, and enter through the door immediately at the top to the right.

The event runs from **9:30 a.m. - 3:30 p.m.** It includes exhibits, expert speakers, a buffet lunch, and the visioning session with round table discussions and maps.

As people arrive, they will pick up a tote bag which includes the program/agenda, an evaluation form for the event, and a Butler County Tourism guide. Please make sure to have everyone at your table fill out an event evaluation form and turn it in before they leave (even if they don't stay for the visioning). Please write "facilitator" on your name tag as you arrive. Check to see that there is at least one facilitator at each table.

We are bringing the visioning supplies (maps, sticky notes, markers). Every table should be set up by the end of lunch with a map in the middle of the table, enough sticky notes for 8 people to each share some ideas, and some markers. The facilitator should please write the names of all the people at the table on the map.

An hour-long visioning session starts at 1:10 p.m., followed by an hour of report-outs from tables from 2:10 p.m. - 3:10 p.m.

The main question for the visioning session is: "What types of sustainable development would you like to see in Butler County?"

This is an idea generation session; it doesn't require any special expertise.

Sustainable development has been defined (in the Bruntland Report) as "meeting the needs of the present without compromising the ability of future generations to meet their own needs." Sustainable development in Butler County can include things the speakers presented and more: solar/wind and other renewable energy infrastructure; clean transportation; sustainable building construction/energy efficiency; sustainable agricultural ventures; land stewardship; eco-tourism, recreation and parks/bike trails/wetlands; green infrastructure; green chemistry and green manufacturing; recycling and reuse initiatives and businesses, etc. It can include naming specific types of companies and small businesses, as well as education and training initiatives.

The visioning session begins with the table participants silently using sticky notes or markers to write and/or draw their ideas for the types of sustainable development. They can write on sticky notes (which they will attach to the map) or use the markers to draw their ideas directly on the map of Butler County in the center of each table. Then people can go around the table, introduce themselves, discussing their ideas. It is important that people first write down their ideas and then discuss. Keep the conversation moving. Everyone should get a chance to give their ideas. If some people have many ideas, you can ask them to please hold some of their ideas until everyone at the table has spoken. Ideas can be added to the map as the discussion continues.

If there's time, your group can discuss other things such as what principles should guide the re-imagining of Butler County, what assets can be built upon, who else needs to be included in this conversation, and what the next steps could be.

The facilitator should **please take notes during the discussion and turn these notes in at the end.**

The basic directions for the visioning session will be on each person's program (see attached text for the program, and below). The emcee will read the directions at the very beginning of the session.

During the report-out each table will have about two people come up to show their maps and present the table's ideas briefly (about 4-8 minutes depending on the number of tables). The report-outs will be videotaped by our professional filmmaker.

**Things you will hand in:**

**EVALUATION forms:** An evaluation form for the entire event will be in each tote bag. Please make sure people fill these out, that the forms are all collected and turned in.

**PHOTO (s) of your table's map:** Please take one or more photos of your table's finished map with the sticky notes on them, and email the photo(s) to

@gmail.com

These photos will serve to document the maps in case any of the notes fall off.

**MAP:** Turn in your map, making sure you've written the names of the people at your table on the map. The maps from different tables should all be rolled together at the end of the session.

**Notes:** Please turn in the notes you took of the table discussion. (Please put your name and names of at least some of the people at your table on the notes)

We will use the maps, photos of the maps, the table notes, and the evaluation forms, along with the video, to create a report of findings from this Re-Imagine Butler County event to share with attendees and other community members and leaders, and to inform next steps.

Thanks so much.

(The following will appear on the printed program for all to see)

### **Visioning Instructions**

The visioning session will seek your ideas to answer the question:

**What types of sustainable development would you like to see in Butler County?**

Each person at the table should begin by writing down ideas on the sticky notes and sticking the notes on the map, or writing directly on the map with the colored markers.

Then go around the table, and each person introduces themselves and shares their ideas. Please be respectful of all ideas. Someone should take notes on the discussion.

Write the names of all the table participants on the map.

If you have time, you can discuss follow-up questions such as what principles should guide the re-imagining of Butler County, what assets can be built on, who else needs to be included in this conversation, and what next steps you'd like to see.

Decide who (2-3 people) from the table will hold up your map and give a brief 3-5 minute summary of your table's ideas during the table report out session. The report-outs will be videotaped.

Please turn in the notes along with your map when the visioning session is finished.