**ONE WAKE HOUSE MEETING OUTLINE**

**I. PLANNING**

a. Decide DATE, TIME, and SET UP A ZOOM CALL or DELIVER TURNOUT to one of three ONE WAKE MEETINGS on Feb 11, Feb 16, March 11 @ 7:00 pm. Registration is available on www.onewake.org.

b. Make a list of at least 50 education stakeholders to invite: parents, students, teachers, and staff.

c. Contact each person on your list, preferably by phone. Try to get a firm commitment to attend.

d. Establish one facilitator to guide the conversation + one notetaker to record concerns raised per every 10 - 15 participants.

**II. MEETING**

a. Facilitator Sample Opening:

• We have organized this house meeting tonight to better understand the current pressures facing education stakeholders in light of the ongoing COVID-19 epidemic. This meeting is part of a larger campaign organized by ONE Wake to engage 1,000 education stakeholders, and will lead to a countywide action agenda to address our shared concerns.

• As the leader of this house meeting, my job is to guide the conversation. It is my job to

make sure each person gets to share. My job is to help us all tell stories instead of opinions or solutions. And so, I might have to interrupt you...is that okay?

• FOCUS QUESTION: "Tell us a short story about a concern you have about concerns you have with education in this moment that impact you, your family, or your immediate community.”

**III. STORIES/CONVERSATIONS**

• Facilitator models by sharing their story (2 mins max).

• Invite all participants to respond to the focus question (examples above).

• This is NOT a survey. Engage people instead of just interviewing them.

• Ask someone to react to someone else's story: What do you think of Mrs. Garcia's story?

Have you had a similar experience? Do you feel the same way or differently? Why?

Does that surprise you?

**IV. SUMMARY**

• At the conclusion of the meeting, ask the note taker to summarize what was learned: What are the three most commonly felt issues discussed here today?

**V NEXT STEPS:**

• Be clear that we want this conversation to go somewhere.

• Propose next steps: Will you attend the next ONE Wake Countywide Leaders Meeting on February 25 at 7:30 PM? (registration available on our website at www.onewake.org)

**VI. EVALUATION:**

a. Who caught your attention as having talent and energy? Who is a leader or potential leader? What makes you think that?

b. ***Send notes from each house meeting and list of potential leaders to wakeorganizing@gmail.com***

**HOUSE MEETING REPORT FORM**

**BASIC INFORMATION:**

Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator Name and Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notetaker Name and Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE TAKER INSTRUCTIONS:**

* **During the Meeting:** Record participant names and their concerns as they are mentioned.
* **At the Conclusion:** Ask the group to prioritize the top three concerns that were most commonly felt during the conversation.Consider grouping concerns into broader categories.
* **Submit Notes after the Session.** Send the summarized list of concerns to wakeorganizing@gmail.com. Also note the names of any potential leaders identified during the session.

**PRIORITY CONCERNS:**

1.

2.

3.

**NAMES OF POTENTIAL LEADERS:**

**SAMPLE NOTE TAKING FORM**

RECORD PARTICIPANT NAMES AND THEIR CONCERNS BELOW. PRINT MULTIPLE PAGES AS NEEDED.

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN: