

Mini-Meeting/Roundtable Facilitator Guide

What is Climate Change?

Climate change is a change in average conditions like temperature and expected rainfall over a longer period of time ([NASA](#)). These changes are happening at a faster rate due to a growing imbalance in the Earth's natural systems. Processes that burn fossil fuels or release greenhouse gases trap more heat in the Earth's atmosphere. Spaces like forests and wetlands typically cool and cleanse the air, land, and water. However, when these natural spaces are removed or polluted, those important benefits are lost.

Impacts on public health, city infrastructure, and the natural environment are expected as the Chicago region continues to see more extreme heat, intense rainfall, and frigid temperatures. Together, let's advance natural and man-made solutions that reduce the risk and create more resilient communities.

Check out [this video](#) from the Chicago Climate Action Toolkit - it is only 90 seconds long and a great introduction to climate change. Or go to chicago.gov/ClimateActionPlan > Learn More.

What is the Chicago Climate Action Plan?

The City of Chicago is taking bold climate action towards a healthier and a more sustainable future. As a member of C40 Cities, Chicago joins a global network of cities who are leading the way. The City is in the process of updating its climate goals to reduce carbon emissions with a

strong focus on increasing household savings, advancing environmental justice, and improving community health. Therefore, the City would like to know what is most important to you and your community!

2022 Chicago Climate Action Plan

Identifying Community Priorities

The impacts of a changing climate require solutions as diverse as the City's 77 community areas. The primary goal in updating the City's ambitious climate targets is to equitably benefit individual Chicagoans through carbon reduction.

Community members and organizations from across the City have reviewed Chicago's past

climate action plans and initiatives taking place across various departments and agencies to create an initial set of priorities and initiatives. We will take your feedback to prioritize initiatives with the greatest community benefits and further refine the Climate Action Plan prior to a public comment period in early 2022.

Why Mini-Meetings and Roundtables?

For a successful Climate Action Plan update, it is essential that the plan is both grounded in scientific analysis and the lived experiences of Chicagoans. In addition to collecting feedback online, we want to provide multiple pathways for community members to share their priorities. With this toolkit, we're bringing the Climate Action Plan process to you!

As a facilitator, you are guiding this process. Thank you for helping us access direct and honest feedback from the community and providing a safe and open space that allows participants to feel included and respected.

What's included with this guide?

To help make this experience fun and engaging, here are some materials to help solicit responses from your group:

- "Funding Your Future" Activity
 - Worksheet
 - Facilitator scoring sheet
- Climate Action Plan Survey
 - Print survey
 - Digital survey

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Adaptable for your group!

We understand that you might only have 20 minutes on your packed agenda, or you might have scheduled a special 90-minute session to provide feedback on the Climate Action Plan. **The only component that is “required” is the “Funding Your Future” Activity.** The remaining items should be incorporated as time allows and in a way that best suits your community.

Before the Mini-Meeting/Roundtable . . .

- Share the “Funding Your Future” worksheet with participants before the meeting
- Share the Climate Action Plan website with participants before the meeting

Please familiarize yourself with the following ten “Funding Your Future” outcomes so you can best answer any questions participants may have:

- Better air quality and reduced pollution
- Better access to safe, affordable, and reliable bikes and e-scooters that get me where I need to go
- More marked, protected, and well-connected bike lanes to keep cyclists and e-scooter riders safe while traveling
- More job opportunities that help preserve or restore the environment
- Better community response plans in case of an emergency
- Better access to safe, affordable, and reliable transit that gets me where I need to go
- Better access to affordable and reliable renewable energy
- Closure of fossil fuel power plants
- Community wealth creation through the solar energy and battery storage economies
- Lower utility bills and better energy efficiency and home comfort

2022 Chicago Climate Action Plan

“Funding Your Future” – Background

This activity allows participants to share which carbon-reducing outcomes will most improve their quality of life. This is accomplished by asking participants to allocate \$100 among 10 outcomes. After the activity they will have an opportunity to share what they chose to fund the most and least, and most importantly, share why.

Using the “Funding Your Future” worksheet, walk participants through the activity and do your best to answer their questions. We tried to make the outcome language as accessible as possible, but here are a few explanations:

- *e-scooter*: electric scooter; small, light, two-wheeled way of getting around
- *community response plan*: preparing for and addressing hazards from within the community
- *renewable energy*: energy that can be replenished, such as solar or wind energy
- *fossil fuel power plant*: facility that burns non-renewable energy, such as coal or natural gas
- *community wealth*: local ownership of businesses and property and economic stability
- *battery storage*: devices that store renewable energy for later use

If your meeting will be **In-person**, follow the instructions on page 4.

If your meeting will be **Online**, follow the instructions on page 6.

In Person

Publication Consent

Please receive consent from participants for their quotes to be used or documented in the Climate Action Plan with a quick vote (thumbs up = yes, thumbs down = no).

If someone does not consent, please note this on the “Funding Your Future” Facilitator scoring sheet or their “Funding Your Future” worksheet. They should still participate in the activity, we will still review their responses, but we will not share them with the public.

“Funding your Future” Activity

Option A

If you will record participant responses:

Using the “Funding Your Future” Facilitator scoring sheet, follow the instructions on the sheet to record each participant’s allocation of their \$100 between the 10 outcomes.

To better understand the motivations of the participants in the “Funding Your Future” activity, ask them to, in writing, answer the follow up questions on the second page of the worksheet:

1. Which outcome did you spend the most money on? Why?
2. Which outcome did you spend the least money on? Why?

If time permits, ask participants to share their motivations and values that dictated what they chose to fund and not to fund in the activity and their concerns related climate change.

Option B

If participants will record their own responses:

Participants should follow the instructions on the “Funding Your Future” worksheets to record their allocations of their \$100 between the 10 outcomes. If time permits, ask participants to share the results of the activity.

To better understand the motivations of the participants in the “Funding Your Future” activity, ask them to, in writing, answer the follow up questions on the second page of the worksheet:

1. Which outcome did you spend the most money on? Why?
2. Which outcome did you spend the least money on? Why?

If time permits, ask participants to share their motivations and values that dictated what they chose to fund and not to fund in the activity and their concerns related climate change.

2022 Chicago Climate Action Plan

Survey

Please share the printed survey and collect the completed ones at the conclusion of the meeting. Please also share the link to the digital survey with participants.

Data Collection

Please send to ChicagoCAP@cityofchicago.org:

1. A photo/scan of each page of participants' "Funding Your Future" worksheets
2. A photo/scan of the "Funding Your Future" Facilitator Scoring Sheet and the responses to the two "Tell us More" questions
3. A photo/scan of each page of participants' paper surveys

How to Get More Involved

Participants can visit the [Chicago Climate Action Plan website](https://chicago.gov/ClimateActionPlan) [chicago.gov/ClimateActionPlan]. Here you can learn more about climate change, the planning process, and additional ways to provide feedback.

Thanks again for facilitating a mini-meeting/roundtable and helping us learn what's most important to Chicago residents! Combined with scientific analysis, the values and priorities of Chicagoans will directly inform the makeup of the updated Climate Action Plan. If you have additional questions, please contact Adam at adam@musecommunitydesign.com.

Online

Publication Consent

Please receive consent from participants for their quotes to be used or documented in the Climate Action Plan. Pose the question and ask them to write in the chat if they do not consent.

If someone does not consent, please note this on the “Funding Your Future” Facilitator Scoring Sheet. They should still participate in the activity, we will still review their responses, but we will not share them with the public.

“Funding your Future” Activity

Option A

If you will record participant responses:

Share your screen with the “Funding Your Future” worksheet, focusing on the prompt and the 10 outcomes. Then, share your screen with the “Funding Your Future” Facilitator scoring sheet. Follow the instructions on the sheet to record each participant’s allocation of the \$100 between the 10 outcomes.

To better understand the motivations of the participants in the “Funding Your Future” activity, ask them to answer the following questions in the chat or via email:

1. Which outcome did you spend the most money on? Why?
2. Which outcome did you spend the least money on? Why?

If time permits, ask participants to share their motivations and values that dictated what they chose to fund and not to fund in the activity and their concerns related climate change.

Option B

If participants will record their own responses:

Share the “Funding Your Future” Facilitator Scoring Sheet with the participants via Google Sheets or something similar. Explain the instructions to them and have them record their allocations of their \$100 between the 10 outcomes.

To better understand the motivations of the participants in the “Funding Your Future” activity, ask them to answer the following questions in the chat or via email:

1. Which outcome did you spend the most money on? Why?
2. Which outcome did you spend the least money on? Why?

If time permits, ask participants to share their motivations and values that dictated what they chose to fund and not to fund in the activity and their concerns related climate change.

2022 Chicago Climate Action Plan

Survey

Please share the link to the digital survey at the conclusion of the meeting.

Data Collection

Please send to ChicagoCAP@cityofchicago.org:

1. The “Funding Your Future” Facilitator scoring sheet
2. The responses to the two follow up questions

How to Get More Involved

Participants can visit the [Chicago Climate Action Plan website](https://chicago.gov/ClimateActionPlan) [chicago.gov/ClimateActionPlan]. Here you can learn more about climate change, the planning process, and additional ways to provide feedback.

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