



**IMAGINE AUSTIN  
MEETING Gina BOX**

**IMAGINE AUSTIN  
MEETINGinaBOX**

PREMEETING

MEETING

POST MEETING

**INGREDIENTS** (white)

Host Guide (pink)

Return instructions (white)

Invitations (white)

Host Agenda (green) (make 1 copy)

Group Agenda (blue) (make 1 copy)

Sticky Notes (if you have them)

Pencils (provided by host)

Poster paper (or other large surface)

Group Response (tan) (make 1 copy)

Information Packets (white) (as many as you need)

Individual Feedback Sheets (yellow)  
(1 for each person at your meeting)

Dear **MEETINGinaBOX** host,

Thank you for offering to lead this meeting! Like the community forum series held November 9-12, 2009, this **MEETINGinaBOX** is another way to get more input for Austin's Comprehensive Plan.

Your meeting is very important and will help the City shape a vision for future growth. Community leaders like you make Austin the place it is, and the place it can be!

Please visit our website at <http://www.imagineaustin.net/> and become a fan of the comprehensive plan on Facebook!

Thank you,

The City of Austin

Please return this box to Kathleen Fox, City of Austin, Suite 500, One Texas Center, 505 Barton Springs Road, Austin 78704.

# RETURN INFO + MEETING ID INSTRUCTIONS

## RETURN ADDRESS

MEETINGinaBOX results can be submitted to:

City of Austin - PDRD  
ATTN: Kathleen Fox  
P.O. Box 1088  
Austin, TX 78767-1088

*For more information:*

*Kathleen Fox  
Kathleen.Fox@ci.austin.tx.us  
974-7877*

**Deadline for submission : March 1, 2010.**

## MEETING ID INSTRUCTIONS

On both the **GROUP response sheet**  
and the **INDIVIDUAL feedback sheet**  
please use the following rules to create a MEETING ID

First three spaces: your initials \_ \_ \_

Next four spaces: month and day of your event \_ \_ \_ \_  
(eg 0109 for Jan 9th)

Last two spaces: last two numbers of zip code where you meet \_ \_

The form will look like this

CFS1 \_ \_ \_ - \_ \_ \_ - \_ \_

**Thank You for your help organizing the MEETINGinaBOX**

## 1 INVITE

- **Use the invitations in the box to invite 5-8 people (neighbors, friends, family, coworkers, or organization members).**  
*(Feel free to add comments to the invitation: snacks, light refreshments, etc.)*
- **Call and remind the people that you invited the day before.**
- **The best group size is 5-8 people. But, if you feel comfortable, you can invite more participants.**

## 2 SET UP

- **Pick a good location.**  
*(Somewhere that the group can sit together in a circle.)*
- **Have a watch or a clock in view.**  
*(So the meeting won't run too long.)*

## 3 HOST

- **You are the host and a participant. You can share your opinions as an equal member of the discussion!**  
But also try to keep the discussions on topic and keep an eye on the time. Every **MEETINGinaBOX** is different, so use these guidelines to make the meeting fun for your group.

## 4 FEEDBACK

**Please mail in the SELF-ADDRESSED STAMPED ENVELOPE: (1) the GROUP RESPONSE (beige sheet); (2) the INDIVIDUAL FEEDBACK pages (yellow sheet); and (3) the used STICKY NOTES that your group used for the Meeting in a Box exercise back to the City by FEBRUARY 22, 2010, so your group results can reach us by March 1, 2010.**

Additional materials may be downloaded and printed at [www.imagineaustin.net/getmeeting.htm](http://www.imagineaustin.net/getmeeting.htm)

**PLEASE RECYCLE EXTRA MATERIALS**

# HELP CREATE A VISION FOR AUSTIN

The City wants to create a comprehensive plan for the future development of Austin. To make sure that it is a place created by and for all Austinites, the City is asking community members to share their vision for Austin's future.

***You are cordially invited to attend a small neighborhood meeting to share your vision for the future of Austin, at \_\_\_\_\_.***

ADDRESS: \_\_\_\_\_

WHEN: \_\_\_\_\_

**R.S.V.P.**

PHONE/EMAIL: \_\_\_\_\_



*The Austin Comprehensive Plan will affect where and how Austin grows*

It will involve:

- Health and Human Services
- Parks and Open Space
- Transportation
- Water Use
- Housing
- Land Use
- Public Buildings
- Economic Development
- Conservation + Environmental Resources

**FOR MORE INFORMATION: [www.imagineaustin.net/getmeeting.htm](http://www.imagineaustin.net/getmeeting.htm)**

# HOST agenda

Use the following text as a guide through your discussions.

THANK YOU!

## 1 Welcome & Introductions (5-10 min.)

"... Our city is growing. In addition to new babies, every day new residents arrive from other places in the U.S. and from other countries. Tonight we will create a vision for the future of Austin. We are all here to share, and there are no wrong answers. Let's respect everyone's opinion by not interrupting and make sure that everyone gets a chance to talk. The City will use the information from these meetings, online surveys, and community forums to create a vision that will help shape the future development of Austin."

## 2 Part 1 (10-15 min.) **STRENGTHS**

"... Now, let's look at the entire city of Austin, as it is today, from a bird's eye view. What are the best things about Austin that need to be protected and carried forward? What makes us love this city? What are our most precious resources?"

## 3 Part 2 (10-15 min.) **CHALLENGES**

"... Again from a birds eye view, what are the weaknesses or problems that need attention as we go forward? In other words, what is it really going to take to ensure a positive future for Austin?"

## 4 Break (UP TO YOU!)

## 5 Part 3 (15-20 min.) **BUILDING A GROUP VISION FOR 2039**

- Pass out sticky notes and pencils to each person.
- Put the large, white sheet in the middle of the group for everyone to see.

"... Now, let's think about everyone's headlines and about our conversation on strengths and challenges. What are the most important values that we want reflected in the city-wide vision for the future of Austin? **Write down up to five ideas on the sticky notes; one per note.**"

- Stick the notes on the large, white sheet.

**"Let's move our ideas around and see if any of them are similar, so that we can put them into groups."**

**"Now that we have several groups, let's pick five ideas that we all agree are important, and I'll write them down on the Group Response Sheet."**

- Be sure everyone helps explain each idea on the sheet.

## 6 Individual Response **FEEDBACK**

"... The City wants to know who came to our **MEETINGinaBOX**. Please take a moment to complete the Individual Feedback Sheet where you can share more about yourself and your personal ideas."

## 1 Part 1 (10-15 minutes)

---

*Strengths*

## 2 Part 2 (10-15 minutes)

---

*Challenges*

## 3 BREAK

---

*Socialize!*

## 4 Part 3 (15-20 minutes)

---

*Building a vision*

## 5 INDIVIDUAL RESPONSE

---

*Please take a moment to complete the individual response sheets.*

# GROUP response

MEETING ID:

CFS1-____-____-____-____
--------------------------

PLEASE PRINT CLEARLY

What are the main parts of the group's vision?

1

IDEA: \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2

IDEA: \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3

IDEA: \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4

IDEA: \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5

IDEA: \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# INDIVIDUAL feedback sheet

MEETING ID

CFS1-\_\_\_\_-\_\_\_\_-\_\_\_\_

Your feedback will help guide future community forum series events and make sure that people from all parts of Austin are involved.

*PLEASE PRINT CLEARLY*

**ZIP CODE** (where you live) \_\_\_\_\_

IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE INCLUDE YOUR

**EMAIL ADDRESS** \_\_\_\_\_

YOUR EMAIL ADDRESS IS CONFIDENTIAL AND WILL BE USED FOR PERIODIC UPDATES REGARDING THE COMPREHENSIVE PLAN.

## *OPTIONAL*

*CIRCLE YOUR BEST ANSWER*

**AGE**      Less than 18      18-29      30-44      45-64      65 and over

**GENDER**      Male      Female

**RACE / ETHNICITY**      African American      Asian-American      Hispanic / Latino      White      Other

**HOUSEHOLD TYPE** (What kind of household do you live in?)

Live alone / with spouse or partner only / with spouse or partner and children / with children or parent only / with housemate, roommate, etc.

**TIME LIVED IN AUSTIN**

Less than 6 months      0.5-1 year      1-3 years      3-5 years      5-10 years      More than 10 years

**HOUSEHOLD INCOME**

Less than \$24,999 / \$25,000 - \$49,000 / \$50,000 - \$74,999 /  
\$75,000 - \$149,000 / More than \$150,000

**DO YOU PLAN TO ATTEND OTHER IMAGINE AUSTIN ACTIVITIES?**

Yes      No      Comments \_\_\_\_\_

**HOME OWNERSHIP**      Own      Rent

**EDUCATIONAL ATTAINMENT** (Ages 25 and over)

Some High School / High School graduate / Some college /

Associates degree / Bachelors degree or higher

Was the meeting fun? Did you learn new things?

very poor

poor

fair

good

excellent

How can we make these meetings better?

---

---

---

How strongly do you agree with the list of ideas that the group came up with?

not at all

a little

neutral

strongly

very strongly

What ideas do you think are important that were not included in the group response?

---

---

---

---

---

---

---

---

---

Would you recommend **MEETINGinaBOX** to others? Explain why?

---

---

---

TO HOST YOUR OWN **MEETINGinaBOX**: visit [www.imagineaustin.net/getmeeting.htm](http://www.imagineaustin.net/getmeeting.htm)