

Format For Break Out Groups

Facilitators: Home Team Members (Jim Hill, Con Hopper, Karen Stevenson, Ben Bank, Maggie Parente, and Janice Yang).

Mike, Helen, Diane & Rubén will act as floating resources to the facilitators and handle logistical issues that emerge.

After the welcome and introductory remarks (by Helen, Mike, Jim, and Janice), Jim will return to give the group general directions for the break out groups and identify facilitators.

Objectives:

- 1. Give each mixed group of EBCF stakeholders an opportunity to briefly share and discuss their own ideas of the key diversity and equity dynamics and issues that currently have (or will have) the most impact on the foundation's efforts to serve this community;**
- 2. Give each Home Team member an opportunity to reinforce the basic message about how the LBE will be undertaken within the East Bay CF's normal organizational planning and development strategies;**
- 3. Give each Home Team member an opportunity to hear and collect (a note taker will be provided) the groups' responses to the questions about diversity and their questions regarding the LBE Project.**

Resources Each Home Team Member Will Have:

- 1. A designated Note-Taker who will have chart-paper, pens, packets to hand out & all necessary written materials (see next section for designated note-takers).**
- 2. A timed agenda (attached).**
- 3. A script with the discussion questions and tips for facilitating the discussion, including copies of the discussion ground rules the Home Team developed.**

Facilitator/Note Taker Teams (FYI, colors will be used to designate breakout groups):
(Green Team) Jim Hill & Jennifer Tripinski; (Red Team) Janice Yang & Joan Cospers; (Yellow) Karen Stevenson & Christianne Selig; (Pink) Maggie Parente & Nommi Alouf, (Purple) Con Hopper & Bob Uyeki, (Orange) Ben Bank & Franklin Hysten.

Timed Break-Out Session Agenda

I. (3-5 Minutes) Introductions and Agenda Review

- Quick Round of Self-Intros
- Hand Out & Review Ground Rules
- Objectives for Break Out Session
 1. Discuss & Chart Diversity & Equity Issues
 2. Review LBE Process
 3. Note Questions about the LBE Process (& answer simple process questions)

II. (40 Minutes) Discussion on Critical Diversity & Equity Issues Impacting EBCFs' Work

Questions About the Context EBCF is operating in...

(1) In light of the on-going demographic changes indicating we will continue to become a more diverse community over the next 10-25 years, what do you think are the major challenges and opportunities EBCF will encounter as we work to serve our diverse constituencies--e.g., donors, communities, and civic partners?

(2) What could we do to strengthen EBCF's capacity to take advantage of the opportunities or respond organizationally to challenges these new demographic presents?

(3) What kind of support would you need to be part of an organization-wide effort to consider and respond to these same opportunities and challenges?

III. (10 Minutes) General Q & A Session on LBE Project

- Field general process question and/or note issues and questions the Home Team will have to address at a later date

IV. Wrap-Up & Invite Folks To Lunch

Facilitation Issues & Tips

Given the fact that we will not have a lot of time to work with folks (@45-55 minutes), we suggest that you consider the following logistical and facilitation related issues:

Logistics Issues:

- To save time, the note taker will sit in the area that their group will be asked to move to for the breakout sessions. Jim will let folks know which group they are assigned to based on the color on their name tag.
- The groups will be pre-assigned and designated accordingly by different colored name tags;

Introduction & Agenda Review:

- In the interest of time, we also suggest you follow the order suggested in the “Timed Agenda” (previous page)
- Start with a quick round of self-intros (you first, the note-taker, last); simply ask everyone to say their name and note what role they play at EBCF, or (for Initiative staff) their role and their organization); then,
- Handout and review our Ground Rules for Discussion; if someone would like to add a ground rule, ask the group for a consensus on adding it.
- Then review the objectives for the breakout session.

Discussion on Critical Diversity & Equity Issues Impacting EBCF’s Work:

- As a way of introducing the purpose of the discussion, let folks know Home Team sees this discussion as the “start” of an on-going EBCF dialogue on these matters, not the sole moment for this discussion. The objective then is not to resolve the issues and concerns that are raised; but, rather to identify them and insure that the collective set of issues and ideas are made available for use in the various LBE efforts (e.g., posted on the web-page or passed on to relevant committees).
- Read each of the three questions and suggest that the group divide up the available time equally among the three questions. Hopefully, that means you will have at least 10 minutes per questions; if less time is available you will have to devote less time to each section. Also, you should ask either the note-taker or another group member to keep time and let the group know when the allotted time for each question has expired.
- In order to make sure everyone participates you might ask for hands of folks that want to speak to the first question; then starting on your left, give everyone who wants to speak one minute to share their thoughts, moving through as many persons as you can under the allotted time. After you cover the first question, repeat the same process starting on your right. And, so forth.
- Finally, please try to avoid responding yourself to any issue raised by the participants. Your role in this section is to bring their voices out. Not to provide answers to the issues raised.

- If someone wants to speak to an issue raised by another person, remind the person that format for this discussion is a brainstorm. Finally, if after the first couple of questions are covered you notice that someone has not spoken; you might ask them if they want to share their thoughts about either the first two questions or be the first to answer the third. If they say no, you should honor their wish to be silent.

Q & A Session on the LBE Process:

- Let everybody know that as there is so little time for this section, we think you will probably only have time to note questions and concerns.
- Let them know that all the questions they raised will eventually answered by the HomeTeam and posted on the website.
- Then, answer those questions that you can in terms of the planning approach we have decided to use.