

HILLSBOROUGH COUNTY SUSTAINABILITY ACTION PLAN

Dialogue Instructions

SUSTAINABILITY TALKS



Hillsborough
County Florida

#SustainabilityHC

DIALOGUE INSTRUCTIONS

1

WELCOME

Hosts, please read the following to introduce the event.

THANK YOU for your help in creating Hillsborough County's Sustainability Action Plan. Why a Sustainability Action Plan? Sustainability is the wise use of resources to meet the current needs of individuals and society, while helping to sustain and protect the well-being of our people, the environment, and the local economy. Although Hillsborough County has many existing sustainable initiatives in place, a Sustainability Action Plan is being crafted to ensure that the wants, needs, and priorities of community members are included. Policy, when developed through community consensus, will create a shared vision with realistic goals and actions.

How will your feedback be collected and utilized? In order to reach as many community members as possible, we are asking individuals to submit documentation of these dialogues by uploading to the Hillsborough County Sustainability Action Plan [Dialogue Submissions](#) OR by emailing documentation to Sustainability@HCFLGOV.net. All personal information will remain anonymous. Your feedback will assist in setting goals and creating a vision as the community works toward a cleaner and healthier environment. The conversations that you are about to have are based on local and national work that is already being done, such as restoring the health of Hillsborough Bay and reducing greenhouse gas (GHG) emissions. These submissions will supplement, verify, and challenge existing research and policy. In other words, we want to know how the Sustainability Action Plan can benefit your everyday quality of life.

Suggested Time: 5 minutes



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DIALOGUE INSTRUCTIONS

2 INTRODUCTIONS

Hosts, start by giving your name and a brief explanation as to why you are hosting.

As we go around the group, please share the following:

- Name
- Motivation to participate today?

Suggested Time: 5 minutes

3 DISCUSSION RULES

Hosts, please read aloud.

RULES

Let's make sure everyone feels safe and has room to participate and be heard.

Can we all abide by the discussion rules?

Suggested Time: 2 minutes

- Listen with an open mind.
- Respect differences.
- Keep it constructive.
- Encourage everyone to participate.
- Understand that nobody has all the answers and there are no wrong questions. Share what is important to you and what your experiences are in the Tampa Bay region.

DIALOGUE INSTRUCTIONS

4

INTRODUCE THE RECORDING SHEET

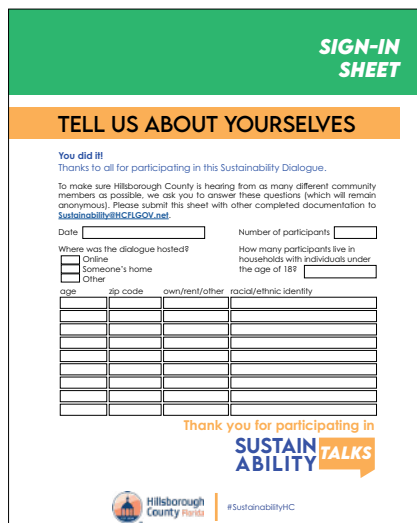
Hosts, identify a note taker (for each breakout group).

The 2 important documentation sheets in this toolkit, sign-in and recording, are available in print form or [online](#).

The 'Sign-in' is for every participant. IF meeting in person, pass this around so that each of you can fill in your own information. IF meeting online, the note taker will be responsible for recording everyone's information in the fillable digital form provided. Information will remain completely anonymous, but helps us understand the groups that we still need to hear from. Have we missed any voices?

The Recording Sheet will be assigned to a designated note taker to record important concepts and ideas that were discussed today. We ask that you record 3 important points from each topic question discussed. Were there any hot debates? There are **6 recording sheets**, which can be filled out manually and uploaded or completed via the online form provided.

Suggested time: 3 minutes



SIGN-IN SHEET

TELL US ABOUT YOURSELVES

You did it!
Thanks to all for participating in this Sustainability Dialogue.

To make sure Hillsborough County is hearing from as many different community members as possible, we ask you to answer these questions (which will remain anonymous). Please submit this sheet with other completed documentation to Sustainability@HCHGOV.net.

Date: Number of participants:

Where was the dialogue hosted?
 Online
 Someone's home
 Other

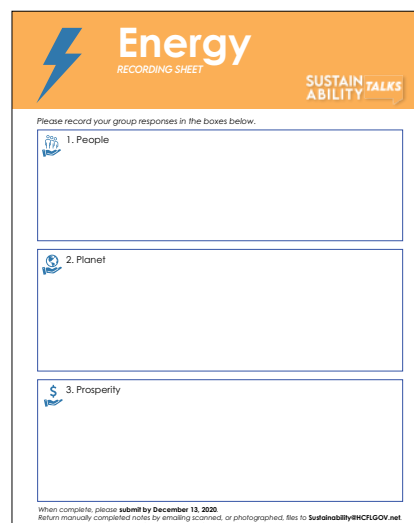
How many participants live in households with individuals under the age of 18?

age	zip code	own/rent/other	racial/ethnic identity

Thank you for participating in **SUSTAINABILITY TALKS**

Hillsborough County [#SustainabilityHC](#)

Example Sign-in Sheet



Energy
RECORDING SHEET

SUSTAINABILITY TALKS

Please record your group responses in the boxes below.

1. People

2. Planet

3. Prosperity

When complete, please submit by December 13, 2020.
Return manually completed notes by emailing scanned, or photographed, files to Sustainability@HCHGOV.net.
You are encouraged to share a few good photos from the dialogue in the same manner.

Example Recording Sheet

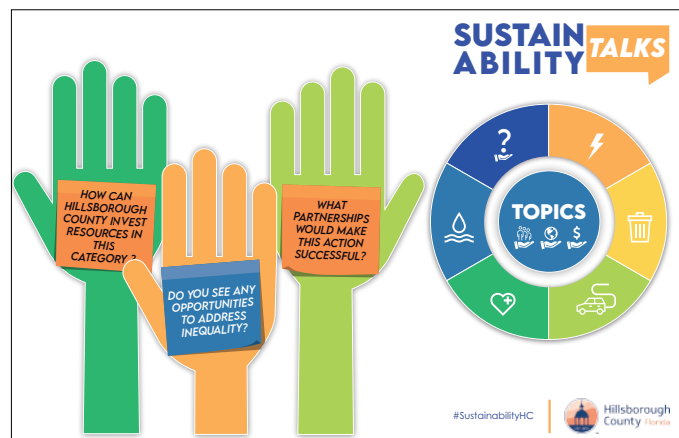
DIALOGUE INSTRUCTIONS

5

INTRODUCE CONTENT

Place the board in the center of the conversation - or share your screen.

Content is organized into 6 topics and presented as 'cards' for discussion. The topics are energy, waste, transportation, quality of life, water, and wildcard. Each of these topics has its own set of questions that relate to people, planet, and prosperity. The game board provides prompts to inspire conversation based on specific topics.



Suggested time: 3 minutes

6

THE DISCUSSION

Pick one of the six cards to start with and begin working through the questions (People, Planet, and Prosperity). Utilize the prompts on the game board for discussion.

1. Read through the action card.
2. Give everyone 2 minutes of silence to write and think.
3. Start sharing.
4. Repeat.

DIALOGUE INSTRUCTIONS

Help the note taker to make sure the group's ideas are clearly documented. Repeat with the other topics. There is a lot of ground to cover, so don't feel bad if you can't get to all of them. **Remember, we ask that you record the top 3 items/priorities that the County should hear from each topic.**

IF meeting in person and using the paper forms, the host will gather all of the recording sheets, scan or photograph them, and email them to Sustainability@HCFLGOV.net.

IF meeting online, or working digitally in person, the note taker can access a digital version of the recording sheets at the [Sustainability Action Plan Dialogue Toolkit](#). The note taker will type directly into the survey windows for each question, and can move forward and backward throughout the response sheet 'survey' to find the topic sheet being discussed. **Remember to click 'submit' after the dialogue is complete!**

7

CLOSING STATEMENT

Thank you for participating!

- Don't forget to report back by **December 13, 2020!**
- If you haven't already, be sure to pass around the sign-in sheet.
- Please take the online survey, available on the [Hillsborough County Sustainability Action Plan](#) website until December 1, 2020.
- Use the hashtag below to share your experience and ideas on social media.
- Encourage others to participate in the process.

Stay Connected:

- #SustainabilityHC
- www.HCFLGOV.net/sustainability
- Volunteer to host a dialogue!



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Date

Number of participants

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age	zip code	own/rent/other	racial/ethnic identity
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Thank you for participating in



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