

**POST-ELECTION COMMUNITY-  
BUILDING EVENT  
(ORIGINATING IN GLENVIEW  
NEIGHBORHOOD)**

**HOW-TO GUIDE**

# TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>Page 3</b>
<b>LOCATION .....</b>	<b>Page 4</b>
<b>WHO IS NEEDED TO PUT ON THE EVENT? .....</b>	<b>Page 5</b>
<b>WHAT SUPPLIES ARE NEEDED? .....</b>	<b>Page 6</b>
<b>PLANNING .....</b>	<b>Page 7</b>
<b>OUTREACH .....</b>	<b>Page 9</b>
<b>WHAT OCCURS ON THE DAY OF THE EVENT? .....</b>	<b>Page 11</b>
<b>APPENDICES .....</b>	<b>Page 14</b>
<b>A. GROUP PROCESS GUIDE</b>	
<b>B. SAMPLE INVITATION</b>	
<b>C. PRE-INVITATION OUTREACH</b>	
<b>D. MATERIALS AND RESOURCES CREATED POST-EVENT</b>	
<b>1. SAMPLE CONTACTS SPREADSHEET</b>	
<b>2. GATHERED RESOURCES FROM THE EVENT</b>	
<b>3. POST-EVENT MESSAGE TO CORE LEADERSHIP GROUP</b>	
<b>E. CONTACT FOR QUESTIONS OR HELP</b>	

## INTRODUCTION

This How-To Guide will give you all the information you need to duplicate a two-hour event held in the Glenview neighborhood of Oakland, CA on December 4, 2016 in response to the November 2016 presidential election. The event was born out of a sense that our neighbors needed an outlet to process feelings about and reactions to the election, and from a desire to come together to brainstorm ideas and share resources on how to move forward. Because of the unprecedented nature of the election rhetoric and of the president-elect himself, many neighbors had expressed extreme levels of distress, fear, depression, hopelessness and helplessness. Many seemed to feel alone in these feelings. Many had also expressed a drive to become active in protecting ourselves, our neighbors and our broader community against what is predicted to be an onslaught of attacks on basic rights and on vulnerable segments of our community.

The purpose of the event was to help neighbors begin to move through the paralysis of shock and dismay to a place where action can be imagined and, at some point, taken. Moreover, in order to build a sense of power and dispel hopelessness, we hoped to give neighbors an opportunity to express their needs, identify personal and community needs, and offer skills or resources they may have to share. Finally, from information gathered from the participants, we committed to producing a list of resources: organizations that are working on issues or on behalf of vulnerable members of the community; websites for information or action; etc. The list was to be compiled and re-distributed to the participants for their use going forward. It is anticipated that follow-up events may be held after inauguration or as needs arise in the community. To accomplish these goals, we used a facilitated, small group format.

The information in this guide can be adapted for longer events or events focused on related topics, depending on the needs of your community. We hope it will be useful to faith communities, neighborhoods, issue organizations or any group of people who, in this post-election period, feel a need to process through feelings to action.

## LOCATION

Choice of location will depend on the number of participants. The Glenview event was held at a local church. We initially expected 20 – 30 participants, but by the time we chose the venue, we had received interested responses from many more, and ended up with over 70 participants. So to end up with a location that can accommodate the eventual size of the group, we recommend not announcing a site too early.

Ideally, the location will be a safe, neutral, pleasant space and will have sufficient chairs available to accommodate all the participants and a couple tables to set out literature and/or food and water. Most importantly, the location should be within your neighborhood or community, and easily identified by the community. And hopefully it will be low or no cost to your group.

The space must accommodate circles of chairs for small group discussion and be large enough so that the noise does not overwhelm people's ability to hear within their small group. Because our venue was too small, we set up several groups outside (not ideal, but we were lucky to have good weather). To give the best small group experience, a location with a large gathering space and other small, separate rooms in which to set up small groups would be ideal. Churches, schools and community centers are some ideas. Note that chairs are moved together in the large gathering area for the second part of the event.

## **WHO IS NEEDED TO PUT ON THE EVENT?**

This event can be organized by a small group of people, ideally a core planning committee of two to five. You will also need enough facilitators so that groups of no more than 6 – 8 participants can be formed if at all possible. We were very lucky to have a dozen experienced facilitators volunteer from right in our neighborhood! You may find that simply by sending out an e-mail to your group of participants, you will find enough folks with an interest and experience in facilitating.

Other resources for facilitation include community mediation services, churches, local counseling centers and hotlines, and friends or acquaintances of people in your neighborhood or community.

In addition to the core planning group and facilitators, you should ask for volunteers to bring/donate supplies, set up, set out food (if you choose to serve food) and clean up.

## WHAT SUPPLIES ARE NEEDED?

To put on this event, you will need a minimum of supplies.

**Furniture:** First and foremost, you need enough **chairs** to seat everyone in their small groups (groupings are set up before participants arrive), along with a few chairs for those who can't stand during the introduction. After the small groups meet, chairs are moved by the participants into the large area for the report back portion of the program. A greeter's **table** may be helpful, though we chose to place nametags in each small group and to have most participants stand during the brief introduction, so we could get the program started on time and get participants on to their small groups efficiently. We did not put food out at the beginning of the program, so that people would move on quickly to their small groups. A **couple tables** for beverages and food will be helpful. A **jug of water** and **cups** should be available throughout the event.

**Communication:** If you will have a large group, consider using a small PA system, so that the introduction and report backs may be heard clearly by all without having to strain the voice and/or leaving participants with a sense that they are being shouted at.

**In the small groups:** Name tags, markers, a notebook and pen, and index cards should be set on a chair in each of the groups. One of our volunteers placed these in zip lock bags before the event so they could be easily distributed to each grouping of chairs during set-up. Also place a copy of the facilitator's guide / schedule for the event in each small group area for the facilitators.

**After-event social hour:** Because this event is intended to bring the community together, we planned an optional extra hour for folks to chat, have a snack and further connect with one another. We told participants ahead of time that they were welcome to bring some snack food to share and had the food put in a separate room until the end of the program to avoid distraction during the program. If you decide to do this, we suggest bringing some **small paper plates**, an **electric teapot** to heat water, a **variety of tea bags** and **napkins**. This increases clean up time, but added a more social element to our event.

## PLANNING

We suggest several steps in planning:

1. **Recruit Core/Schedule Planning Meeting.** From your initial contacts of friends, family, colleagues and activists, you hopefully will generate a few people who will team up to put together the event. Schedule the first meeting at a time when most of the Core Planning Group can attend (we suggest doodle.com to easily settle on the best date without burning out your group out with lots of emails). If you can't find those willing to help, the alternatives are either to be the central organizer yourself and designate tasks (hopefully this Manual will help), or to give up the idea as not having sufficient traction in your organization or community.
2. **Recruit Facilitators/Pre-event meeting.** Facilitator recruitment is key to the success of the gathering. The majority of the facilitators should meet, review/change/agree upon and clarify goals, format, timing, and specific questions to be used for the small group discussion.<sup>1</sup> At this meeting, we honed a guide for facilitators to use in preparation for and during the event. This included a list of shared agreements for participation in the event. *See*, Appendix A. Facilitators should be involved in developing the shared agreements, through which a safe environment for

---

<sup>1</sup> Planning the questions – the questions we used were ripe for the time the event was held and the needs of our community at that time. The format can be used with other questions – for instance, we anticipate holding a similar event after the inauguration and first week or two of the new administration. Our questions were chosen to: help participants begin to process feelings about the election; empower participants to envision the needs of the community and how they might help meet those needs; and gather a compendium of resources to be used by participants in moving forward. These goals may change as time goes on or be different for different communities. The approach to each question was in some way dictated by the nature of the question, so approaches may also differ depending on the nature of the questions chosen for your event.

communication will be created. Make sure those facilitators not attending this meeting review the Facilitator Guide, and have a conversation with a Core Team member or another facilitator before the event.

3. **Other Details.** Date/Location selection (we suggest a weekend afternoon for best attendance), parking options, set-up, supplies, food/drink, cleanup and other issues are covered in other areas of this Manual. Each aspect of the gathering needs to be thought through, assigned, and double-checked before the event to assure it flows in a smooth and timely manner.
4. **Follow-up.** Think about what might come out of the meeting and possible follow-up options. Do you anticipate this will be a one-time event? Is another meeting likely to be requested by participants? If so, is the Core Team prepared to make that happen? What will you do if needs, offers, events, organizations, actions, etc. are generated at the event? What, if anything, should be asked of those attending the event?



## OUTREACH

We suggest several levels of outreach to organize this type of event. Our event was created completely with e-mail outreach.

First, reach out to a smaller, known group of folks to assess interest, and hopefully help you plan and carry out the event. These include potential facilitators for the small groups. You can start by asking your small planning group to refer folks they know who are experienced facilitators.

Second, reach out to potential participants through organizational, neighborhood or community list-serves, etc. At this point, you are still just gathering a sense of the level of interest. The goal is not to simply invite people to a specific event at this stage. It is important to initially get a sense of the level of interest in order to choose an appropriate date and venue, as well as to get a more comprehensive list of interested folks and their contact information. Later, even if some can't come to the specific event, you will have their contact information for purposes of organizing future events. Here also, you can ask for facilitator volunteers and/or referrals, and other list-serves.

We were very fortunate that our neighborhood has several list-serves with approximately 6000 neighbors, the largest of which was founded 25 years ago and has over 3300 participants. Most neighborhoods/communities do not have a communication structure that is this well-developed, so substantial communications to reach neighbors or community members will be necessary. Outreach to local churches, schools, activist organizations, service groups, political groups, etc. should be considered. Also, consider organizational newsletters, social media (Facebook, Twitter, etc.), newspapers, radio and other means of communication.

Third, after you have a sense of the level of interest, you should have enough information to choose an appropriate location. Remember that you can expect 60 – 80% of those expressing an interest to be able to come on a particular date. On the other hand, more people may express an interest after they see the invitation. This will, of course require

outreach to local halls, community centers, churches or neighbors with homes big enough to accommodate a smaller group, depending on the level of interest.

Fourth, send an invitation to all of those who expressed an interest. We suggest using a service such as Eventbrite.com, which allows you to print out a list of those who RSVP with their contact information, to be used at the event to “register” folks. Be sure to describe the purpose of the event, state clearly the location, note any parking issues, and provide a contact e-mail for those who have questions or wish to volunteer to help. A sample invitation is included in Appendix B. Samples of pre-invitation outreach communications are included at Appendix C.

Finally, depending on the length of lead-time, we suggest sending out reminders by e-mail, or other social media, a week before the event and a day before. Eventbrite will send an e-mail reminder for you, but we suggest also sending a personal reminder. At this stage you may wish to invite those who are coming to invite others, depending on whether your location can accommodate more than have signed up.

## WHAT OCCURS ON THE DAY OF THE EVENT?

**Set-up:** We suggest asking a few volunteers to come an hour early to set up the chairs in the small groups ahead of time (except a few for older people and those who cannot stand). In a two-hour program, we anticipated that the moving of chairs after the introduction would take too much time from the program itself. If a greeter's table is used, that should be set up and nametags and registration lists placed there. This also requires at least one volunteer to staff the table, depending on the size of the event. Again, we opted not to do this so that folks would gather quickly and we could start on time. We placed the nametags and registration lists in each small group, but either of these approaches could be used, or a combination of the two. Also, a table with water should be set up, and food tables should be set up but with the food withheld until the end of the program, to avoid distracting the participants during the time set aside for discussion. Zip-lock bags with name tags, markers, pens and index cards, as well as a notebook for the facilitator and/or scribe in each group, should be placed on a chair in each grouping. The PA system, if one is used, should also be set up ahead of time in the area where the introduction will be given and where the small groups will report back to the full group of participants.

During the report back period, a volunteer or two should set out food, if you have chosen to serve food after the formal program.

**Schedule:** The two-hour program takes on the following schedule:

1. *Gathering for the introduction:* **5 minutes**
  - a. It is because this time frame is so short that we chose not to have a greeters table where people could check in and fill out a nametag.
2. *Introduction:* **15 Minutes**
  - a. The convener explains the purpose of the event, the three questions which will be addressed in each small group, and the shared agreements under which the small group discussions will take place. For a full outline of what was presented to introduce the Glenview event, please see *Appendix A, Group Process Guide for 12/4/2016 Post Election Gathering*. This document was drafted by the core group and presented and further

developed at a pre-event meeting of facilitators and planners, then distributed to all the facilitators. It contains the schedule for the event and the contents of the introduction and group process.

- b. The convener asks the participants to proceed to any small grouping of chairs for the small group discussion.

3. *Small Group Discussion: 55 Minutes*

- a. Name tags and copies of registration lists were passed around during small group discussion. Participants could check off their name and add more detailed information to the list.
- b. Our small group discussions focused on three questions:
  - i. How are you feeling about the election and future direction of our country? **30 Minutes**
  - ii. Please tell the group one thing you need from our community, or a need you see in our community, and one thing you have to offer our community? **10 - 12 Minutes**
  - iii. Do you currently support / recommend any specific organizations or actions? **10 - 12 Minutes**
- c. The first question was approached giving each participant approximately three minutes to speak without interruption. The process for inviting each participant to speak is outlined in Appendix A, *Group Process Guide for 12/4/2016 Post Election Gathering*. Facilitators kept strict time limits to assure each participant had sufficient time to speak. The second question was approached with a “popcorn” approach, in a less structured manner, since each participant was asked to provide only one need and one offering. In approaching the third question, participants were asked to write down their resource suggestions on index cards as well as sharing them with the group, so that a compendium of all resources could later be prepared.
- d. We asked for one participant from each group to act as a scribe to (anonymously) note how group members were feeling and to note community needs and resources.

4. *Report Back: 35 Minutes*
  - a. This was a time for each small group to report back to the larger group about what was discussed.
  - b. We suggest having the facilitator for each group report back in a summary fashion, since the facilitators have bought in to keeping the schedule, whereas the scribe for each group is a recent recruit, who may not understand the need to summarize. In order to get through all the groups, a thorough report by each group is not feasible. However, we found that many points were shared by other groups, so the result was quite a comprehensive overview of what was discussed in the groups.
  - c. It is *extremely* important for the reports to be made in general terms and to respect the confidentiality and anonymity of participants in the small groups.
5. *Brief Announcements / Comments: 10 Minutes*
  - a. This is a brief opportunity to announce future events, or other meetings or actions that may be going on, or allow others to do so.
6. *End of Formal Event / Informal Discussions and Social Time for Those Who Wish to Stay: 1 hour*
  - a. This time gave us the opportunity to further connections made in the event, complete discussions, learn more about our neighbors and enjoy a few snacks. On the other hand, we felt that participation would be lower over-all if we convened a three-hour program rather than a two-hour program. This way those who had to be on their way could leave, while those who wished to linger could do so.

**Clean up:**

Plan ahead to assure it's a team effort!

# **APPENDICES**

# **APPENDIX A: SAMPLE GROUP PROCESS**

## **(FOR 12/4/16 POST-ELECTION GATHERING)**

### **Begin at 3:05**

[Allan] Welcome. We gather as a community out of concern for ourselves, each other, our country, and our planet. We hope to work together to develop the most secure environment possible for our families, friends and other members of our community: large and small. We gather to remind ourselves that we are not alone and we are not powerless...we have allies and resources, and together we can achieve more than we can when we work as individuals.

- In the weeks since the election, some people have had time to personally process their reactions to the outcome and others have not completed that process. Therefore, let's listen carefully, be sensitive to each other's emotions, and be considerate of our differing needs at this time.
- We all share the common desire that our country move forward in a healthy way for the benefit of all whose lives we impact, both inside and outside our borders. Yet we each have our own passions and involvements, and each deserves respect. Lets learn from each other.

Give an overview of three topics to be discussed in small groups and instructions for how small groups will function:

- Three topics to be discussed:
  1. How are you feeling about the Presidential election and our current/future situation? We encourage you to focus on feelings rather than opinions during this section. **30 minutes.** (only a couple minutes each)
  2. Please share with the group one thing you need (or one need you see) and one thing you have to offer. [Note to facilitator: for example, some might speak about feeling isolated, scared or threatened; some may need a group that meets occasionally; some may need protection from threats or bullying/attacks or

support for projects or actions; some may want information, study &/or writing networks/groups; etc.] **10 minutes.**

3. Do you currently support/recommend any specific organizations or actions? So that we all are aware where we might plug in, offer help, or obtain help, also please write down resources you recommend on the file cards that were provided. The resources will be accumulated and made available to everyone. If you are unable to complete the card in these few minutes, please complete it before you leave this gathering. **10 minutes.**

### **Shared Agreements:**

- Confidentiality--Please don't share the specifics of what others say outside of this forum.
- Speak for yourself ("I" statements)
- Please no interruptions, unsolicited advice, discounting or arguing with what is said
- Watch the time. Help facilitator limit each person's speaking so that everyone can get equal time.

### **3:20 Small Groups begin**

**4:15 PM** Come together in large group for brief reports on Topics 1 & 2 raised in each group (organization/resource list will be distributed by email). **NOTE:** To keep reports brief (summary form), facilitators will give Reports.

**4:50 PM Brief** Final Announcements/Comments. Outline offers of future gatherings enabling more detailed discussion of our concerns and actions we want to take as a community.

**5:00 PM** End Organized Event

**5:00-6 PM Informal** discussions/social time for those who want to stay.

### **Small Group Facilitation Suggestions**

- Distribute nametags & marker and ask each person to write first name on a tag.



- While attendees are writing their names, verify and add attendee names to the list you received of everyone who registered (this list is **alphabetized by LAST name**):
  - Ask each person in your small group for his/her first name. Find the name on your list (verify last name if first name is not unique) and put check mark in the left margin.
  - For attendees whose names are missing, ask them to write their names and emails on a file card or paper that you provide.
- Get volunteer scribe for your group. The facilitator will present a 2-3 minute summary (no specific names—confidentiality) of your group’s discussion of Topics 1 and 2 with the large group. Our Resource/Organization List will be collated from notes & cards, and distributed by email.
- Divide the 30 minutes available for Topic 1 equally, and use a timer to assure equitable use of time. The time for Topics 2 & 3 can be used for brief statements from those choosing to speak. The goal is to make sure that every person has an opportunity to speak if they would like to.
- End a couple of minutes prior to the time that the large group will reconvene so people can have a short break.

**“Mutual Invitation<sup>2</sup>” - suggested small group process for Topic 1**

“Mutual Invitation” is a technique that facilitates the sharing of power within a group. “Invitation is a way of giving away power. Accepting an invitation is a way to claim power”. Waiting to be invited is a way to demonstrate respect and humility. This technique is similar and more effective than the three common approaches of allowing people to volunteer, going around in a circle, or calling on individuals to speak.

1. If you feel it will be helpful, reiterate:
  - the three areas of discussion for the small group to cover
  - the small group process you will use
2. Describe the process for Topic 1 as follows:

---

<sup>2</sup> “Mutual Invitation” as developed by Eric H. F. Law *The Wolf Shall Dwell with the Lamb, A spirituality for Leadership in a Multicultural Community*, 1993, page 113.

3. “In order to ensure the everyone who wants to share has the opportunity to speak, we will proceed in the following way:

I will share first. Then I will invite one of you to share. I will choose someone who is not sitting right next to me. After the second person has shared, he or she will have the privilege of inviting another person to share, preferably not the person sitting right next to them. We’ll do this until everyone has been invited.

When you are invited to share you may speak, or if you don’t want to say anything, simply say “Pass” or “Pass for now” if you’d like to speak a little later. Then invite another person to share. If you have “passed for now” the group will come back to you and invite you again later in the session.”

If a person forgets to invite the next person, refrain from inviting for them. Simply point out that s/he has the privilege to invite the next person to speak. This is especially important if the person “passes” because it affirms and values the person independent of their verbal abilities or inclinations.

## **APPENDIX B: SAMPLE INVITATION**

Dear Glenview Friends and Neighbors,

Many of us have been feeling shocked, confused, fearful, angry and/or depressed since the presidential election. If you are trying to move beyond the initial feelings, wondering what your role is now, considering leaving the country, or just would like to communicate with others about the threatening, unfolding reality before us, this gathering may be helpful to you. For many, it would be good to hear what our neighbors are thinking about, as well as discuss our thoughts. Many of us believe it's time to explore and assess what challenges the coming four years and beyond might present to our selves, families, friends, neighbors, community (locally and nationally), and the planet as a whole.

We have set up our gathering for this exchange this Sunday, 12/4, 3-5 PM at Corpus Christi Church Gibson Center (St. James and Park Blvd.). Please go to this Eventbrite link to register and get a free ticket (no need to print, we'll have a list). Feel free to invite your family, friends, and neighbors at this link, but assure they register (if you have trouble registering, email me at [allanbrill65@gmail.com](mailto:allanbrill65@gmail.com)):  
<https://www.eventbrite.com/e/post-election-glenview-gathering-tickets-29799006631>

If you have some experience facilitating a small group (about 8 people) and would like to help us with that part of our gathering, please let us know--we'll send a suggested format. Feel free to bring finger food/snacks to share. We look forward to seeing you Sunday!

For our Glenview organizing team...with warm regards,

# **APPENDIX C: Pre-Invitation Outreach**

## **1. INITIAL MESSAGE TO ASSESS INTEREST AND GET CONTACTS:**

Dear Glenview Friends and Neighbors,

Many of us have been feeling shocked, confused, fearful, angry and/or depressed since the presidential election. If you are trying to explore and move beyond the initial feelings, wondering what your role is now, considering leaving the country, or just would like to communicate with others about the threatening, unfolding reality before us, please read on.

I have been asked to help organize a gathering of Glenview neighbors to air our concerns and ideas. Perhaps it's time to explore and assess what challenges the coming four years and beyond might present to our selves, families, friends, neighbors, community (locally and nationally), and the planet as a whole. For many, it would be good to hear what our neighbors are thinking about, as well as discuss our thoughts.

If you are interested in this idea, please let us know (your name, home email and/or phone) by responding to [allanbrill65@gmail.com](mailto:allanbrill65@gmail.com), and we'll get back to you with a date/time/location to get together. Hope to be sharing with you soon, and developing some positive first steps to effectively and constructively move forward.

With Warm Regards,

## **2. Organizing Facilitator Meeting Prior to Gathering**

Greetings,

Thank you for offering to facilitate the small group part of Sunday's meeting. We are excited about the enthusiasm for the meeting (we expect over 50 people to attend!).

As an experienced facilitator, you are aware that your role is crucial to making the core of the gathering (small group interaction) a

success. Therefore, we are hoping that one or more of the days/times in this Doodle Calendar are available to you to get together for an hour to discuss the process we are envisioning. Just click or cut/paste this link-- note that there is a place to say you could make the time, but it's not great: <http://doodle.com/poll/wmz5znhwtavyt98acp665irm/admin#table>

Below and attached is a Draft Group Process suggestion sheet several of us developed. Looking forward to seeing you on Sunday, and hope you can make our short pre-gathering.

For our Glenview Group...With Warm Regards,

# APPENDIX D: MATERIALS AND RESOURCES CREATED POST-EVENT

## 1. SAMPLE COLUMNS FOR “INTERESTED PERSONS” DATA BASE:

First Name, Last Name, Email, Phones, Attend 1<sup>st</sup> Mtg?, Facilitator, Core Leader, Comments/Interests, Sanctuary, Discrimination, Public Education, Lobbying, Communications, Fair Elections, Other Neighborhoods

## 2. RESOURCE LIST—You may need to cut/paste

[https://docs.google.com/document/d/15HI2GqRNSeKFjruQAGwxYqQ\\_GYBemx6kzImyJNGbiRM/edit?usp=sharing](https://docs.google.com/document/d/15HI2GqRNSeKFjruQAGwxYqQ_GYBemx6kzImyJNGbiRM/edit?usp=sharing)

### LIST OF ACTIONS TO TAKE:

<https://99waystofighttrump.com>

Recent items not yet included in the sample Resource List:

### CALIFORNIA CAVALRY EFFORT TO BLOCK TRUMP NOMINEES

<https://docs.google.com/document/d/1z5MJPUbrWpOMbQr6V7sh12GY4EH5Q7YXSdusAY4tC1g/edit#>

### INDIVISIBLE NATIONAL CAMPAIGN TARGETING CONGRESSIONAL REPS TO CHALLENGE TRUMP AGENDA

<https://www.indivisibleguide.com>

## 3. SAMPLE POST-EVENT MESSAGE TO CORE LEADERSHIP GROUP:

Dear Friends,

Thank you for your interest in being part of a core group to discuss and plan our next steps here in the Glenview. We envision a 75-90 minute meeting to assess the needs and offers from our successful gathering 9 days ago, and discuss what future communications, gatherings, or actions would be valuable/feasible.

We know the holidays are upon us, and finding a time when most of us can gather will be difficult in December. Yet there is some sentiment that we should not wait several weeks to meet and discuss possible plans, as that would delay further communications and cause a loss of momentum. Delay would also not answer the expressed need to have a chance to communicate soon with neighbors at more length than was possible at our initial gathering.

This Doodle organizer lists options in December and January for you to choose. Please respond ASAP, even if you're unsure about some of the dates. Expand the calendar to see all the options. Note that you can answer "yes, if need be" as well as "yes/no":

<http://doodle.com/poll/cbfcbs7xu7unyxibqraezus/admin#table>

We will select the time when a high percentage of our leadership team can meet, weighing the benefits of meeting earlier vs. being possible for more people. Feel free to add your comments. We'll be back in touch shortly.

We hope you find joy and warmth this holiday season. For our Glenview Team...

PS: If you'd like to offer your home for the meeting (for approximately 8 people), please let us know.

#### **4. SAMPLE FUTURE ACTION OPTIONS FROM CARSON CITY, NEVADA ALLIES**

Each person as he/she arrives receives a paper with the following questions (not necessarily in this order)

1. List one to three issue areas most important to you
2. List one to three issue areas where you have some depth of knowledge and/or willingness to learn
3. Check all of the ways you feel comfortable speaking up:
  - joining marches or vigils
  - speaking at marches or vigils
  - posting on your facebook page
  - commenting on others' facebook pages

- tweeting
- other forms of social media
- writing letters to the editor
- writing an opinion column or guest editorial
- attending discussion forums and asking questions
- writing letters to elected officials

4. Check all the ways you would be willing to contribute at least one hour per month

- doing issue research
- tracking actions of Administration officials and/or congressional leaders in an issue area
- drafting letters to the editor
- responding to action alerts (posting on facebook, forwarding emails, telephone tree)
- attending public hearings, elected officials' town hall meetings
- posting to social media
- call in to a radio show
- be a guest on a radio show

5. What's the best way to communicate with you?

- text
- email
- cell phone
- other

6. What news sources do you already regularly consult?

7. If you hear a remark you disagree with in a grocery store, in line at a restaurant, etc. what is a response you would be willing to make?

---



---

Gather as a group - share some responses to #7. To get 'the brave' up in all of us.

The idea is that we would then get participants into small groups by issue area each is committed to, and have that group look at who is willing to commit to what, how could they organize themselves to be watchful, fact based, and



communicate on that issue area.

Ideally, someone will volunteer to be the issue leader for that group. They would discuss how to fill gaps in their group from their networks, and make a plan to begin communications. The goal is each issue area would Speak Up (letter to the editor, guest editorial, etc.) by February 1, and would Speak Up at least twice per month on their issue area.

## **APPENDIX E: CONTACTS FOR QUESTIONS OR ASSISTANCE IN ORGANIZING EFFORTS**

ALLAN BRILL: [allanbrill65@gmail.com](mailto:allanbrill65@gmail.com)

CAROL KING: [king.carol5689@gmail.com](mailto:king.carol5689@gmail.com)