



# 2019 Facilitation Kit

on the table MKE  
*Your voice matters.*



# HEAD OF THE TABLE

Thank you for committing to host a conversation as part of *On the Table MKE*. When your table meets on Oct. 10, 2019, you will be guiding your guests through a productive and meaningful experience capable of forging paths to a more vibrant and connected community.

Across the region, voices like yours will be turning up the volume on important issues facing greater Milwaukee as well as shining a light on our best qualities and most promising opportunities. Together, we stand to gain from stronger relationships, new ideas and collaborative action that benefits our shared community.

The Greater Milwaukee Foundation is your community foundation, and we are honored that you'll be leading an *On the Table MKE* discussion this year.

# NAVIGATING YOUR CONVERSATION

Whether you've already determined the focus of your conversation, or are letting it unfold naturally, we've organized some guiding principles, helpful tips and general conversation starters to support your efforts as host. We are also including discussion guides specific to the topics of education and race/racial equity, which emerged frequently in 2017 and 2018. These are crucial conversations for the future of our region, and the Foundation recognizes the community's need to discuss matters of race and education openly and productively. These materials may help you deepen your conversation.

Finally, agreeing to common standards of behavior and interaction is critical for engaging in honest, respectful and productive dialogue. Please consider using or adapting the following guidelines in your *On the Table MKE* conversation. Every person's ideas, stories and views are important, and this experience should provide an opportunity for all participants to contribute in a meaningful way.

The Foundation acknowledges the vital contributions of community members who informed these guides through their participation in our ad hoc committees as well as the expertise of the Frank Zeidler Center for Public Discussion, YWCA Southeast Wisconsin and Glenn Singleton's "Courageous Conversations About Race."





# GUIDELINES FOR ALL CONVERSATIONS

## PROPOSED AGREEMENTS FOR PARTICIPATING

*Adopted and adapted from the Zeidler Center for Public Discussion*

1. We will speak for ourselves, from our personal experiences. We won't try to represent a whole group, and we won't ask someone else to represent, explain or defend a whole group.
2. We will refrain from criticizing others or attempting to persuade them to adopt our own views.
3. We will share speaking time and participate within the suggested timeframe.
4. We will not interrupt except to indicate that we cannot or did not hear a speaker.
5. We will respect anyone's decision to listen to the conversation and not speak.
6. When we discuss our experience, we will not attach names or other identifying information to particular comments unless we have permission to do so.



## FOOD FOR THOUGHT

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If your event consists of multiple tables, plan ahead for if and how tables will work together on generating ideas and taking action.

## TIPS

- Create space for people to share life experiences and for relationships to form.
- Don't micromanage the conversation; let it flow freely.
- Refer to the Take Action Discussion Guide on Pg. 7 as a resource for the end of your conversation.
- If your time is limited, be selective in your questions so you cover the ground that matters most to you.

## POTENTIAL DISCUSSION QUESTIONS

- Share something you love, or are most proud of, about where you live.
- How would you describe the quality of life for you and others where you live? What has been your experience living in this community?
- What's holding us back from being the community we want to be? What are our greatest challenges?
- What are our strengths and the opportunities around the table and in the places we live; and how can we build on them to become a more thriving community?
- With both our strengths and challenges in mind, what action/next step should we take together and/or individually?

# 90 MINUTE SAMPLE TIMELINE

SETTLE  
in, grab food.

.....

10  
MINUTES

AGREE  
to guidelines,  
share purpose  
of discussion.

.....

5  
MINUTES

START  
personal,  
get to know  
each other.

.....

10  
MINUTES

DIVE  
into your  
topic(s).

.....

35  
MINUTES

FOCUS  
on how to  
take action.

.....

20  
MINUTES

END  
with the action  
pledge cards.

.....

10  
MINUTES







# GUIDELINES FOR CONVERSATIONS ON RACE/RACIAL EQUITY

## SPECIFIC TIPS

- Be comfortable being uncomfortable. As a host, prepare participants for a challenging conversation.
- Let participants know ahead of time to care for themselves. If someone needs to step away from the conversation, let them know this is OK.
- Anticipate and accept nonclosure. One conversation is just a small part of a long journey.
- Make your first question count. It will set the tone for the whole conversation.
- Consider discussing the first question in pairs and then coming together as a table to share and continue the conversation.

## POTENTIAL DISCUSSION QUESTIONS

- When in your life did you first become aware of race?
- How has racism impacted your life?
- In what ways do we agree and/or disagree about the nature and history of our racial disparities, what caused and continues to cause them, and how serious they are?
- What does a more equitable community look like to us? How do we get there?
- How do you view your role in fostering greater racial equity in our community?

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The Greater Milwaukee Foundation defines racial equity as equal access, opportunity and fairness for all people, so that each can reach their full potential and are no more likely to encounter barriers or be denied benefits based on race or ethnicity.



# GUIDELINES FOR CONVERSATIONS ON EDUCATION

**DID YOU KNOW?**  
.....  
You can download a free lesson plan to incorporate *On the Table MKE* as a classroom activity from the “Resources” page of [onthetableMKE.org](http://onthetableMKE.org).

## STARTER TOPICS

- Educational equity (All students in all schools have what they need to achieve their dreams)
- Bettering our schools
- Impact of systemic issues on education (e.g. poverty, health, housing, violence, criminal justice)
- Early childhood education
- Trauma, mental health, social-emotional learning
- Deepening relationships among those with a stake in education (e.g. teachers, administrators, families, students, community residents)
- School safety
- Inclusivity in decision-making
- Access to higher education and career opportunities
- Lifelong learning

## SPECIFIC TIPS

- Ensure students and people whom students trust – e.g. a teacher or coach – are at your table. Don’t have a conversation about education without them.
- Encourage students to help shape the discussion or lead the conversation.
- Prepare participants ahead of time, especially students, by sharing the purpose of the conversation, some of the questions that will be discussed and the details of the event.
- Don’t tackle the full breadth of education. Consider focusing your conversation on a specific topic like those listed in the left-hand column.

## POTENTIAL DISCUSSION QUESTIONS

- How has your own education impacted you in life?
- What aspects of learning do you care about most for young people in our community – including your kids or yourself?
- What factors, positively or negatively, affect our ability to learn and grow?
- How can we achieve what we care about more often or for more young people in our community?
- How can we use our strengths around the table and in our community to work toward this?

# TAKE ACTION DISCUSSION GUIDE

*On the Table MKE* has the greatest potential for impact when participants put their table's ideas in motion for the benefit of the community. To that end, this guide seeks to help your table move from conversation to action. Plan to leave room at the end of your conversation to discuss how your table, whether individually or collectively, can take action. You may have naturally covered some of this ground during your conversation. If things are already fairly clear, consider focusing on the Clarify and Detail sections.

## ASK

- What specific challenge or opportunity do your table participants want to take on?
- What type of action do your table participants prefer? Do they want to do something...
  - Small or big?
  - On their own or as a group?
  - In addition to their normal routines or woven into their existing work?

## BRAINSTORM

- Discuss your best ideas.
- Don't let your table be limited by what they think is possible or practical. Use your imagination!

## CLARIFY

- Try to make your ideas more concrete, and work toward consensus. How can you make an idea or two tangible?
- If you're working together as a group, ask some follow-up questions:
  - Should we connect with someone who is already active in this area?
  - Should this be a grassroots effort or done with/through an organization?
  - Should we apply for Ideas to Action funding?

## DETAIL

- If you're taking action as a group, identify who will lead the action (a point person or two).
- Collect names and contact information of those who plan to take part.
- Schedule a follow-up meeting.

### FOOD FOR THOUGHT

Encourage table participants to think about the talents, passions and resources around the table and in the community when sharing their ideas.

At the end of your conversation, encourage everyone to fill out an action pledge card and post a picture to social media using the hashtags #onthetableMKE and #yourvoicemattersMKE.



# IDEAS TO ACTION FUNDING

*On the Table MKE* participants will be eligible to apply for small amounts of funding to strengthen community, deepen civic involvement and cultivate new ideas developed during their conversations. Ideas to Action funding will range in amount from \$500 to \$2,500, contingent on quantity and viability of applications. The program will use a streamlined online application process.

## CRITERIA

- Applicant(s) must have participated in an *On the Table MKE* 2019 conversation at a registered table
- Open to nonprofit organizations (standard Foundation grant eligibility applies)
- Must feature a new idea generated through an *On the Table MKE* conversation
- Focus should be on action and collaboration
- Special consideration given to ideas that advance racial equity and inclusion
- Limit one application per table

## APPLICATION TIMELINE

**Oct. 11** - Application available at [onthetableMKE.org](http://onthetableMKE.org)

**Oct. 31** - Application deadline (11:59 p.m. CST)

**Dec. 20** - Applicants notified of final funding decision

## SELECTION PROCESS

Selection of recipients will be determined by an advisory committee of community members and Foundation donors and staff.

## QUESTIONS

Contact [info@onthetableMKE.org](mailto:info@onthetableMKE.org)



# TAKING ACTION

Is your table interested in taking action, but not sure how? The possibilities are endless, but here are some suggestions offered and inspired by previous *On the Table MKE* participants.

## For the Speaker

### VOICE

Voice your stories, your experiences, your values, your vision for change. Find venues where you can make your voice heard – public spaces, libraries, schools, organizations, media, etc.

### ADVOCATE

Advocate for issues and values you care about. Increase awareness. Share information directly with your family, friends, neighbors, classmates, coworkers; share on social media and in other creative ways. Promote positive avenues for change.

## For the Community Engager

### VISIT

Visit places in your neighborhood that contribute to the community's quality of life, such as nonprofits, schools, places of worship, festivals, assisted living facilities. Go beyond your bubble and visit other communities. Bridge the divides by being present. Bring others with you.

### INVITE

Invite others to visit your home, neighborhood, favorite organization, coffee shop, etc. Provide a tour. Have a meal together. Seek to build relationships with people, especially those different from you.

### CONNECT

Identify opportunities in your community and help connect people with them. Create ways people can better learn about and access those opportunities.

## For the Change-maker

### CREATE

Create something new. Start a group, a coalition, a business, a cooperative, an organization, a hub, a team, a network, a website, a garden, a community space, a movement.

### VOLUNTEER

Volunteer for an organization that champions the people, place, cause or topic you discussed.

### PARTICIPATE CIVICALLY

Vote in elections. Help people register to vote. Hold a candidate's forum. Meet or speak with your elected officials and share what's important to you. Work toward better legislation and policies. Join a coalition or movement. Run for office.

### DIVERSIFY

Open doors to opportunity within the networks and spaces you influence and inhabit daily. Seek to engage those with less influence through business, board service, civic leadership, etc.

your

## For the Collaborator

### COLLABORATE

Identify and bring together two or more people, groups, organizations, and/or sectors that should be partnering with one another. Break down silos. Work together with shared values around a common purpose.

### DIALOGUE

Continue the conversation. Schedule your next gathering. Invite more people to your table. Create regular opportunities for intentional dialogue. Plan a series of talks. Discuss ways to move forward.

### RECRUIT

With anything you do, ask others to join you. Multiply your people power beyond your table. Recruit your neighbors, family, friends, classmates, coworkers and others to work with you.

## For the Caretaker

### SUPPORT

Provide a no- to low-cost service. Ask what is needed. Cultivate the strengths of those you seek to serve. Donate your time, talents and the things you love to others.

### LISTEN

Find people and listen to their stories. Listen for their aspirations. Spend time with and get to know them. See the world through their eyes, and let it change you.

### STEWARD

Care for the places across our region – neighborhoods, streets, vacant lots, schools, institutions, parks, natural areas, natural resources, etc.

### THANK

Write thank you notes, send gifts, encourage others. Let the people doing amazing things know how they've inspired you.

## For the Conscious

### LEARN

Take a class. Find a workshop. Complete training. Start a book club. Explore community organizations and neighborhood groups in your area; request a tour or meeting. Seek a deeper understanding of the topics you discussed.

### PATRONIZE

Buy local. Spend your dollar with minority-owned businesses. Frequent more diverse restaurants, stores, services, vendors, dentist, barber, etc.

### FUND

Help fund an organization, group, individual, cause, or something else that connects with the topic you discussed. Invest in a local business, affordable housing, a community organizer, etc. Use your financial resources to make a positive difference in our community.

### EMPLOY

Hire. Train. Mentor. Create shadowing opportunities. Develop new positions. Provide transportation to jobs.

## All

### APPLY

Seek funding for your idea from the Foundation's Ideas to Action funding opportunity.

# voice matters.



# Share

Help us report back to you and the community on the collective impact of *On the Table MKE*, the issues that surfaced and the ideas that hold the most potential for advancing our region.

## ONLINE SURVEY

- After your table's conversation(s), we encourage hosts to fill out our survey, [surveymonkey.com/r/OTTMKE2019](https://surveymonkey.com/r/OTTMKE2019)
- Please share the survey link with everyone who participated at your table(s)
- Consider sharing the link on social media
- Please submit your completed survey by Oct. 31

## PHONE

- Participants without Internet or email access can call 414.376.8253 and respond to the survey

# Let's get social

You can have the greatest impact and make the most connections by posting about *On The Table MKE* before, during and after your gathering.

**Twitter:** @GrMKEFdn

**Facebook:** [facebook.com/groups/OnTheTableMKE](https://facebook.com/groups/OnTheTableMKE)

**Facebook:** [facebook.com/GreaterMilwaukeeFoundation](https://facebook.com/GreaterMilwaukeeFoundation)

**Instagram:** @grmkfdn

**Youtube:** [youtube.com/GrMkeFdn](https://youtube.com/GrMkeFdn)

**LinkedIn:** Greater Milwaukee Foundation company page

**Hashtags:** #onthetableMKE #yourvoicemattersMKE

## About the Greater Milwaukee Foundation

The Greater Milwaukee Foundation is Wisconsin's largest community foundation and was among the first established in the world. For more than a century, the Foundation has inspired philanthropy by connecting generous people to community needs that align with their interests. The Foundation was founded on the premise that generosity can unlock an individual's potential and strengthen the community as a whole for everyone who lives here. We work in partnership with those who are committed to ensuring greater Milwaukee is a vibrant, economically thriving region that comprises welcoming and inclusive communities providing opportunity, prosperity and a high quality of life for all.



Greater Milwaukee  
FOUNDATION  
*greater together*