

# Proposal: Facilitation for Public Engagement – Exploring organization options for lake associations

#### Purpose

**Freshwater Society (FWS)** proposes to develop and facilitate an education and engagement workshop on behalf of the **Bassett Creek Watershed Management Commission (BCWMC)** for lake associations and concerned residents as they consider potential options for further organizing.

# **Scope of Work**

# Freshwater Society will:

# 1. Workshop Preparation

FWS will plan the structure and content for a one 3-hr education and engagement workshop for lake associations and concerned residents to explore a Lake Improvement District, Coalition of Lake Associations, and other options for further organizing.

#### Deliverable

- Meeting plan outlining purpose, need, outcomes, process, and schedule
- Invitation language to be used by BCWMC staff and others

Anticipated Completion – March or April, 2018

### 2. Hosting of Workshop

Using a participatory leadership framework, FWS will facilitate and bring materials needed for the workshop.

#### **Deliverable**

One 3-hour workshop

**Anticipated Completion** – May 2018

## 3. Transcription, Analysis, and Final Report

FWS will transcribe all comments from the workshop and, using qualitative research methods, analyze the transcripts to identify themes. FWS will share a draft narrative summary of the workshop outputs and analysis with the BCWMC and workshop attendees for feedback in preparation of a final report with recommendations, if appropriate.

#### Deliverable

- Transcription of all comments
- Sorting and coding of comments according to qualitative research methods
- Draft narrative for distribution to workshop participants for review
- Updated narrative reflecting feedback
- Final report with one-page summary of key points

**Anticipated Completion** – June 2018



# **Workshop Preparation**

BCWMC will be responsible for identifying and booking workshop location, food, and other logistics, and will collaborate with FWS on developing content and structure of the workshop.

### **Hosting of Workshop**

BCWMC will assist with hosting of the workshop in roles identified during the Workshop Preparation phase.

### **Summary and Community Feedback**

BCWMC will distribute the summary to participants of the workshop, directing recipients to send further comments or questions to FWS.

# **Final Report**

It is Freshwater Society's assumption that the feedback will be considered by the BCWMC in future programming and operations relating to lake associations.

The project will begin immediately upon signing of this agreement and it is anticipated to be completed by June 2018.

## **Payment Agreement**

BCWMC will pay \$2,000 to FWS for the activities described above and upon completion of the project in June 2018.

FRESHWATER SOCIETY	BASSETT CREEK WATERSHED MGMT COMMISSION
Julie Fliflet, Director of Finance Print Name and Title & Administration	Print Name and Title
Signature Date	Signature Date