



**CATAWBA NATION**  
**2045 COMPREHENSIVE PLAN**  
**COMMUNITY • CULTURE • CONNECTION**

**MEETING IN A BOX**  
**FACILITATOR'S GUIDE**

# GETTING STARTED



## FACILITATOR INSTRUCTIONS

Thank for hosting your own community workshop about the Catawba Nation's Comprehensive Plan!

This packet is a step-by-step guide for leading your group through the provided activities and submitting your group's responses online. Before you host the meeting, be sure to read through the full instructions and **make sure everyone who is participating has two items:**

1. A printed copy of the Participant Packet
2. A pen or pencil

Additionally, **the facilitator should have a timer or clock available.** The activities suggest using a timer to keep the conversation moving and to set expectations, but you are not required to use the timer.

# PART 1: ABOUT THE PLAN



## READ THIS TO YOUR GROUP:

The Catawba Nation is in the process of developing a Comprehensive Plan, which will serve as a guide for how tribal lands should be developed and preserved in the coming years. This plan will serve as a 20-year vision for the tribe and will address the big issues related to how our land is used. This includes topics, such as housing, public safety, natural resources, recreation, and economic development. By creating this plan, the tribe will be able to act strategically to accomplish the shared goals and vision of tribal citizens.

Each of you has a Participant Packet, which includes more information about the plan and a map of the six different tribal lands that are included in the plan. The “About the Plan” page includes a timeline of the planning process. Currently, the plan is in “Phase 1: Existing Conditions and Visioning.” During this phase of the process, the planning team’s top priority is hearing directly from the tribal community about what you want to see the Catawba Nation accomplish. Your input is essential to developing a plan that successfully reflects the ideas and values of tribe. Thank you for taking the time to participate in this activity and helping to guide the future of the Catawba Nation.

Here are your instructions:

As a group, we will complete four different activities that will help decide the overall vision and goals of the comprehensive plan. As we go through the activities, we will discuss each question as a group; however, your answers to the questions will be written down separately on the pages provided in your Participant Packets. At the end, you can either scan or snap a picture of your responses and submit them online.

# PART 2: ACTIVITIES

## A. YOUR IDEAS FOR THE NEXT 20 YEARS:



### READ THIS TO YOUR GROUP:

Activity A asks us to think about the things we want the tribe to accomplish in the next 20 years. For this activity, you are encouraged to consider improvements you would like to see under eight different topics: Housing, Recreation and Natural Resources, Education and Childcare, Cultural Resources, Businesses and Economic Development, Roads and Utilities, Safety, and Health and Wellness. There is also an “other” box for any ideas you have that don’t fall under one of the categories.

We will start this activity by setting a five-minute timer. During the five minutes, take some time to fill out the topic boxes under Activity A. You do not need to have an idea under every topic – you can just focus on the topics that are most important to you. When the five minutes are up, we will talk through our answers.



### FACILITATOR INSTRUCTIONS

- *Start a five-minute timer.*
- *When the five minutes have ended, ask the group to share some of the ideas they wrote down. You can start with the Housing category and then move through all of the topics, ending with Health and Wellness.*
- *When the conversation has come to a stopping point, move on to Activity B.*

# PART 2: ACTIVITIES

## B. YOUR TOP THREE IDEAS:



### READ THIS TO YOUR GROUP:

Now that we have talked through some of our ideas, let's consider which ones we think are most important. From your responses in Activity A, take a moment to share with the group the idea or issue you wrote down that you think is the most important for the tribe to address.

What idea of yours is most important?

*(Allow the group to respond)*

Now, I'm going to set a three-minute timer. Please use this time to write down the three things that you think are most important for the tribe to accomplish. You can write down your own ideas, ideas that your group members shared, or something else entirely.



### FACILITATOR INSTRUCTIONS

- *Set three-minute timer.*
- *When the three minutes have ended, move on to Activity C.*

# PART 2: ACTIVITIES

## C. THREE WORDS FOR THE FUTURE:



### READ THIS TO YOUR GROUP:

Activity C asks us to each come up with three words that we would use to describe the future we want to see for the Catawba Nation's tribal lands. We will take two minutes to brainstorm independently and then we will share our responses with the rest of the group. These words can be associated with the ideas you shared in Activities A and B, or they can be entirely unique from those ideas.



### FACILITATOR INSTRUCTIONS

- *Start two-minute timer.*
- *When the two minutes have ended, ask the group to share some of the words they wrote down.*

## D. YOUR FINAL THOUGHTS:



### READ THIS TO YOUR GROUP:

Finally, Activity D asks us to write down any final ideas or comments that we'd like to share about the future of tribal lands. We will take two minutes to do this, and then we will talk about how to submit our responses.



### FACILITATOR INSTRUCTIONS

- *Start two-minute timer.*
- *When the two minutes have ended, move on to Activity E.*

# PART 2: ACTIVITIES

## E. SUBMIT YOUR RESPONSES



### FACILITATOR INSTRUCTIONS

As the facilitator, you can choose how the group submits their responses. You can either collect all of their worksheets and submit them together, or you can have people submit their responses independently. Review the options below and instruct your group on how to submit their responses. At this point, you should either ask people to submit their responses on their own or return their responses to you.

#### **Option 1: Hardcopies**

You can return the physical copies of the group's responses to Land Management Services by delivering them to Office of Tribal Government at 996 Avenue of the Nations. Please inform the front desk that your delivery should be given to Denise Bryson at Land Management Services.

#### **Option 2: Email Submission**

You can submit your responses via email by scanning or taking a picture of the responses pages and sending them to Denise Bryson at [Denise.Bryson@catawba.com](mailto:Denise.Bryson@catawba.com). Please have "Meeting in a Box" as your subject line.

#### **Option 3: Website Submission**

You can also submit comments online through the comprehensive plan website at [CatawbaPlan.Com](http://CatawbaPlan.Com). To do this, go to the "Get Informed" page and then scroll down to the "Meeting in a Box" section. There is a submission form on the page, which includes a place to upload files. Please upload a scanned or photographed copy of the response pages here.

## MEETING WRAP-UP



### READ THIS TO YOUR GROUP:

Thank you for participating in this workshop! The ideas you've shared today will help guide the future of the Catawba Nation. To find more ways to get yourself and others involved, please go to the plan website at [CatawbaPlan.com](http://CatawbaPlan.com). The website has a link to the online survey, an interactive map, and information about upcoming public workshop. You can also use the website to sign-up for plan updates. From your packet, you are encouraged to keep the "About the Plan" page, which includes the website link.