

Summer Meals Debrief Meeting Guide

This document is designed to help you facilitate a debrief meeting of organizations and government entities that worked together to increase access to summer meals. It provides suggestions and detailed instructions for each of the major activities. Ideally, this will help you lead the meeting and make the right adjustments to the agenda. The appendix provides the agenda (Appendix A), a sample invitation (Appendix B) and other materials to use before and at the meeting.

Meeting Goals

- Document what worked well and what was challenging
- Identify high-level timeline for planning 201X
- Establish priorities for collaborative planning activities in 201X

Introductions

The most important part of opening a meeting is to make sure that people understand what they will accomplish that day, what structure you will use to get there, and who is in the room with them. Below are a suggested set of talking points to get there.

1. **Thank you for coming:** This can be formal or informal. If there is a host organization or special guests, this is a great opportunity to acknowledge them or give them a chance to share a few words
2. **Review Agenda:** This doesn't have to take long, but it helps to put the goals and major activities in your own words and highlight the times you will break/eat lunch.
3. **Review Ground Rules:** Below are suggested ground rules to go over. After reviewing, ask participants if these are the right rules and if there are any more to add. When you have a complete list, ask everyone to nod or vocalize agreement to use the rules.
 - Remove distractions – or remove yourself to avoid distracting others
 - Step up and step back – make sure all have the chance to participate
 - Respect all perspectives and voices – focus on opportunity, not judgment
 - Meet your needs (restrooms, food, water, etc.)
 - Parking Lot for issues that we want to capture but aren't part of this agenda
4. **Introductions:** This is a chance for everyone to say their name, title and organization – even if most everyone is familiar working with each other. The suggested question below is intended to be fun, as the first section of the agenda is focused on celebrating concrete outcomes. Other ideas would just be to share a favorite summer food or to say how their work touches the lives of kids in the community.
 - Within the scope of the summer meal pattern, what would be your ideal summer meal?

Room Set-Up: Prior to starting the meeting, you may want to have the agenda, ground rules, and heading for the Parking Lot written on chart paper and posted around the room. This will provide a visual reminder and help you refer back to the agreed upon plan of action any time that the conversation goes off track or becomes unproductive.

Activity 1: Celebrate Successes!

This activity is scheduled to take half an hour, but can probably be cut short if introductions run long. For the purposes of the debrief, it serves several purposes:

- Starting the conversation on a positive tone
- Providing a time to acknowledge the hard work that goes into working on summer meals
- A time to model active participation

Prompt Questions:

- What are you proud of from this summer?
- Are there others in the room (or not in the room) who really impressed you with their work?
- Are there wins or just new ideas that we want to acknowledge?
- What success did we see from working together that we couldn't have achieved separately?

Capturing Responses: For this activity, just keep a bulleted list of successes and who they are attributed to (individual organizations, specific people, partnership, etc.)

Activity 2: 2014 Activity Review

The purpose of this activity is to capture all of the activities that made up the 2014 efforts. If you created a plan together, you can start by having participants review the plan and using that same structure, share the planned events that actually happened. If not, consider using the below framework and questions to guide the conversation:

Introduce the following three areas of work as a way to organize your thinking.

- Increasing/Retaining high-quality sponsors and sites
- Outreach to children and families
- Program support and quality improvement

Prompt Questions:

- What were the major activities taken in the area of (insert area of work)?
- What did you do that ended up having an impact beyond your organization?
- Was there something another organization/entity did in this area that we should note?
- Note: if you know of activities that people aren't mentioning, mention one as an example to help people understand how to answer.

Capturing Responses:

For this activity, use the three areas of work (or headings from your own plan) as the headers to write down the responses. If possible, keep these notes visible so you can re-categorize a response that comes too late – and also so you can refer to them for the next activity.

Activity 3: Assessing the Collaboration: Keep/Add/Change

This activity is designed to take the 2014 activities listed and assess their effectiveness framed as what you want to keep doing in the future and what you would like to do differently. A “change” might be discontinuing a practice that people didn’t find effective. To help people focus, you can use the same activity framework as above and make sure that those notes are visible for people to reference during the conversation. You can also add in a “working together” keep/add/change section at the end to capture ideas for how the group can be more effective together. Following the Keep/Add/Change conversation, take a minute to step back and capture any other major lessons learned from 2014.

Sample overview talking points

- This next section of the day is looking to evaluate our efforts with a focus on the future.
- We are going to think about these activities through the lens of what we want to keep for next year and what we would like to add or change for next year.
- At the end we will take a step back and think about any major lessons learned (or reinforced) from all of this work
- To get things started, you can use the same framework as our last activity and start with (insert area of work)
- *Move into guiding questions below, which can be applied to all of the areas of work and then “Working together”*

Guiding Questions:

Keep Questions

- What activities worked really well?
- What could we (or another state) replicate for next year?
- Is there a tweak or improvement on this strategy that we want to document?
- Was there a way that we worked together that we want to make sure to replicate?

Add/Change Questions

- What do we want to do differently next year?
- What did we think of too late to include this year?
- Where do we see opportunities in this area?
- Have you heard how other states are addressing these problems?
- Are there resources or groups that we want to add to improve the number of possibilities next year?

Lessons Learned Questions:

- Now that we have named and assessed our efforts, are there any lessons learned we want to make sure we keep in mind next year?
- If we were going to give another state/community advice for how to approach summer meals?
- Did anyone have an “a-ha” moment about working on summer or working with this group of stakeholders?
- Anything else we don’t want to forget when we all come back together?

Capturing Responses:

For Keep/Add/Change/, draw a “T” on the chart paper with “Keep” on one side and “Add/Change” on the other then fill in responses as they are given (see Appendix C for sample). For the lessons learned activity, simply writing “201X Lessons Learned” at the top of the page.

Activity 4: 201X Planning

This activity transitions from the 201X recap and assessment into laying out the high-level timeline for planning together next year. This has two main purposes: identify the priority actions for the group and to set expectations for how and when the group will be involved. The exercise will start with individuals reviewing materials and coming up with their own plans. Next they will share those plans with another person before reporting out to the group. By the end of the activity, you should have a list of priority actions for the group broken down by quarter and with a lead person or organization identified for each.

Begin by handing out the following materials:

- A Planning Guide (download and use [No Kid Hungry Strategies for Sponsor Retention](#), [USDA Proactive Planning](#) guide and/or [FRAC Calendar](#))
- Appendix D: 201X in Action: Planning Worksheet
- Appendix E: 201X in Action: Quarterly Overview

Sample instructions to the group:

- Let's get started with the Proactive Planning/FRAC Calendar handout and the 201X in Action: Planning Worksheet.
- Based on the Proactive Planning document and the results from the Keep/Add/Change exercise, take a few minutes on your own to start filling in the worksheet with activities to complete, resources to procure, etc.
- You can start by listing the top five actions at the top and then thinking about the quarter it belongs in, or you can start by listing actions by quarter and then identify the top priorities; it is up to you.
- On your agenda, there are suggested criteria for what makes an action a priority:
 - Require the most collaboration to be successful (can't be done alone)
 - Require new or many resources (may need additional time or cooperation to secure)
 - Have the greatest potential to increase participation
- After working on your own for about ten minutes, I will ask you to find a partner to go over your actions.
- During this time, feel free to refer to all of the notes on the wall (so move around if you would like) because if we have it as something that is important to do next year, we want to make sure it is reflected here.
- *(After 10 minutes)* Please find a partner, preferably someone not from your organization and start to share the actions, resources and ideas that you wrote down on your own. You don't need to agree on what the top five priorities are, mainly look for similar or new ideas to add that are priorities for next summer.
- *(After another 10 or 15 minutes – depending on the room)* Let's come back to the full group and share some of the priority activities starting with quarter 4 of this year.
- We want to make sure we also capture who is involved and who will be the lead for the action.
- See the 2014 in Action: Quarterly Overview document to track the results of our conversation
- *(At the end of the activity)* Are there any highest priorities that we want to call out or circle at this point?

Guiding Questions for capturing group priorities:

- What actions or resources did you identify as priorities for Quarter (X)?
- What resources are needed for this – will we need to acquire more or are they already represented?
- Who will be involved and who will lead the actions?
- Does this address a Keep/Add/Change note or a lesson learned from 201X?
- Is there anything missing from this list that we want to add in?

Capturing Responses: Much of this activity is captured on worksheets. For the large group conversation, you may want to both capture the items listed on chart paper by quarter AND ask someone to keep the official notes on a worksheet to refer to after the meeting. If you have projection at the meeting, you can also just fill in the Quarterly Overview as you go on the screen. At the end, be sure to circle, star, BOLD or otherwise highlight any actions identified as the highest priority.

Next steps + Closing

At the end of the meeting, this time is designed to not only make sure that next steps are clear, but also that participants leave with a sense of accomplishment and excitement toward working together in the future. It is ideal to leave the full half-hour, but if previous activities run long, this is another place to cut out time. You can also end early if the wrap-up doesn't take very long. Like the welcome and introductions, this is another opportunity to have a host organization say a few words and to thank everyone for their continue work together.

Begin by starting a list of next step activities, making sure to associate a specific person with each next step. Because the activity involved identifying a series of activities and who will be involved, start by asking who will own typing up and sharing that document back with the group. Below are a series of guiding questions around next steps:

- What else will need to happen to get this planning process moving?
- What items from the parking lot will we want to address?
- Are there other action items for the group?

Next, recap the major activities from the day, reminding everyone of how much they have accomplished. Finally, give everyone the chance to share a final reflection on the day (suggested question below). You can have it go around in a circle or give people the chance to share something only if they would like to and in any order (often called popcorn style).

- What is one thing you are excited about for next summer?

That reflection process ends the meeting, other than any housekeeping items or social activities you may have planned around the meeting.

Appendices

Appendix A: Draft Agenda

Appendix B: Sample Invitation

Appendix C: Sample Keep/Add/Change Grid

Appendix D: 201X in Action: Planning Worksheet

Appendix E: 201X in Action: Quarterly Overview

Summer Debrief Meeting Agenda

Goals

- Document what worked well and what was challenging
- Identify high-level timeline for planning 201Y
- Establish priorities for collaborative planning activities in 201Y

9:00 – 9:30

Introductions

- Review Agenda
- Review ground rules
- Names, Titles, Organizations
 - Within the scope of the summer meal pattern, what would be your ideal summer meal?

9:30 – 10:00

Celebrate Successes!

- Share success from your own organization
- Question: What success did we see from working together that we couldn't have achieved separately?

10:00 – 10:45

201X Activity Review

- What did planning and execution look like for 201X?
- Document the major activities undertaken as planning and carrying out plans

10:45 – 11:15

Break

11:15 – 12:30

Assessing the Collaboration: Keep/Add/Change

- What elements of 201X do you want to keep, add or change in 201Y?
- What else do we want to keep in mind for 201Y?

12:30 – 1:00

Lunch

1:00 – 2:15

2015 Planning

- Review Summer Planning Timeline document
- What are the major actions we will take together for summer 201Y?
- Suggested criteria for determining priorities:
 - Require the most collaboration to be successful (can't be done alone)
 - Require new or many resources
 - Have the greatest potential to increase participation

2:15 – 2:30

Break

2:30 – 3:00

Next steps + Closing

- Capture next steps and review timeline for follow up
 - Final reflection: What is one thing you are excited about for next summer?
-

Sample Invitation

Subject: Celebrate Summer 20XX and Start Planning for 20XY

Partners,

Thank you for all of your hard work this summer to serve kids in our state/community. Now that summer is over, we want to take some time to celebrate all of our efforts and capture our experiences and lessons learned while they are still fresh in our minds. As an important player in summer meals, your reflection and input will make sure that we learn what works and what doesn't and apply it to summer 20XX.

Please join (partnership/hosting organizations) for a Summer 201X Debrief meeting on (date). At the meeting, we will review and assess the great work done to increase access to meals this summer – then start to think about how we will work together to achieve even more next summer.

Summer 20XX Debrief Meeting

9:00am – 3:00pm

DATE

LOCATION

(indicate if lunch will be provided or if there will just be a break for lunch)

To RSVP to the meeting or ask questions, please contact (Name/email/phone).

We look forward to seeing you there!

Sample Keep/Add/Change Chart

Keep	Add/Change
<p data-bbox="203 426 516 457">Outreach to Families</p> <ul data-bbox="203 470 787 621" style="list-style-type: none"><li data-bbox="203 470 688 501">• Hold kick-off event at local school<li data-bbox="203 512 787 579">• State Agency providing flyers to sponsors at no charge<li data-bbox="203 590 773 621">• Offering use of text number to find sites	<ul data-bbox="824 470 1390 653" style="list-style-type: none"><li data-bbox="824 470 1354 537">• Ask libraries to put up summer meals posters in April<li data-bbox="824 548 1268 579">• Add partner logos to the flyers<li data-bbox="824 590 1390 653">• Find professional athlete to attend kick-off event

201X in Action: Planning Worksheet

Top five priority actions for collaborative planning:

- 1.
- 2.
- 3.
- 4.
- 5.

Timeline for Actions:

Quarter	Actions	Partners Involved
Q4 (OCT – DEC)		
Q1 (JAN – MAR)		
Q2 (APR – JUN)		
Q3 (JUL – SEP)		

201X in Action: Quarterly Overview

Quarter	Actions	Action Lead	Partners Involved
Q4 (OCT – DEC)			
Q1 (JAN – MAR)			
Q2 (APR – JUN)			
Q3 (JUL – SEP)			