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

BCWMC will:

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

Julie Fliflet, Director of Finance
Print Name and Title

Julie Fliflet
Signature

BASSETT CREEK WATERSHED MGMT COMMISSION

Print Name and Title

Signature

Date

3.5.18