

Lead The Table Host Training

Today's Agenda

- What is On the Table?
- How To Host
- Toolkits and Resources
- Leading the Conversation
- After Your Conversation
- Q&A Session







Thank You: On the Table Ambassadors

Cliff Bourke Jr., Co-Chair, Southeastern Freight Lines, Inc.
Cory Manning, Co-Chair, Nelson Mullins Riley & Scarborough LLP
Yolanda Anderson, Midlands Mediation Center
Kabrina Bass, Midlands Mediation Center
Sherrie Belton, Richland School District One
Debbie Billings, Mutual Aid Midlands, University of South Carolina
Marett Bishop, Mission Lexington

Ben Boyd, Midlands Fatherhood Coalition **Julie Brenan,** Central Carolina Community Foundation Board

Member

Joseph Buchmaier, Youth Representative Nicholle Burroughs, Town of Chapin Beth DeHart, First Citizens Bank Jackie Griffin, ColaGives Larry Hembree, Columbia Children's Theatre Mary Kennerly, Interfaith Partners of South Carolina Dana Mapson, Harriet Hancock LGBT Center, Richland Library Abby Naas, Vista Guild Kelly Poole, Lexington Library Tanya Rodriguez-Hodges, Latino Communcations Lila Anna Sauls, Homeless No More Kara Simmons, The Talented Tenth Troy Simpson, Mid-Carolina Electric Cooperative Lee Snelgrove, One Columbia Matt Steinmetz, Lexington Library Pamela Sulton, Community Volunteer Juanita Vitali-Cox, First Citizens Bank Dr. Dee Williams, Dee Unlimited Educational Consulting Jerryanna Williams-Biblioni, Columbia Children's Theatre Al Wright, Richland Library









Thank You!

• On the Table is generously supported by:

















on the table

Your voice matters.





About On the Table

- On the Table replicates an annual civic engagement initiative of the same name developed by The Chicago Trust in 2014.
- Knight Foundation replicated the idea by funding similar initiatives through community foundations in 10 cities across the nation and funded the in Richland and Lexington Counties in 2019.



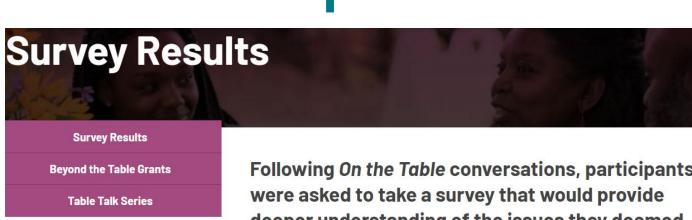
- The initiative brings people together across Richland, Lexington and Sumter Counties to gather
 for meaningful conversations and discuss how we can work together to make our communities
 stronger.
- In the past 2 years, more than 3,600 residents participated in 466 conversations.







Impact



KEY FINDINGS

Keep The Conversation Going

The Table Talk series dives deeper into areas of opportunity revealed in the On the Table report through informative panels and small-group discussion.

ATTEND AN EVENT

Following On the Table conversations, participants deeper understanding of the issues they deemed most important to our community.

0	EXPLORE THE DATA
91	
0	SEE THE IMPACT
0	ON THE TABLE SNAPSHOT

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"Very great change starts from very small conversations held among people who care."

- Margaret J. Wheatley

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Hosting A Conversation



WHO CAN HOST?

Anyone. Individuals, groups or organizations.



WHERE CAN I HOST?

Anywhere. Virtually or a location that is social distance-friendly.



WHAT SHOULD I TALK ABOUT?

Whatever is important to you and your community.



WHAT RESOURCES ARE AVAILABLE?

Toolkits and trainings can be found at OnTheTableCola.org.



WHAT HAPPENS AFTER MY CONVERSATION?

You can use the ideas from your conversation to make a difference.



HOW SHOULD I REPORT BACK AFTER MY CONVERSATION?

Share your thoughts and ideas by taking the *On the Table* survey.

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Hosting A Conversation

- Typical time for conversations are 60 to 90 minutes.
- Conversations can be held virtually or socially-distanced.
- Hosts determine the guest list and typically invite 4 to 10 participants
 - We recommend larger conversations to be held virtually.
- Public conversations are listed on OnTheTableCola.org
 - Registration link provided by host



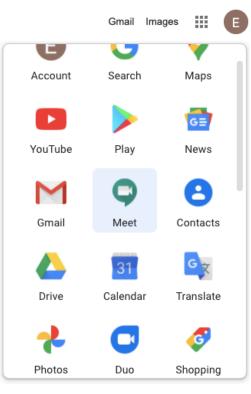




Hosting A Conversation: Virtual Google Meet

- Go to Google.com and login with your Gmail.
- Click on grid icon in upper right
- Click "Meet"



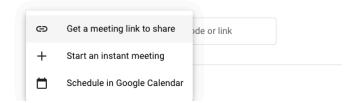


- Click "Get a meeting link to share"
- Copy link include in host registration + share with guests



Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings. Google Meet, to make it free and available for all.







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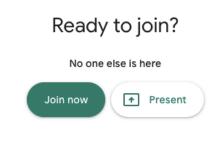
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Hosting A Conversation: Virtual Google Meet

 Turn on camera and microphone Press "Join now"



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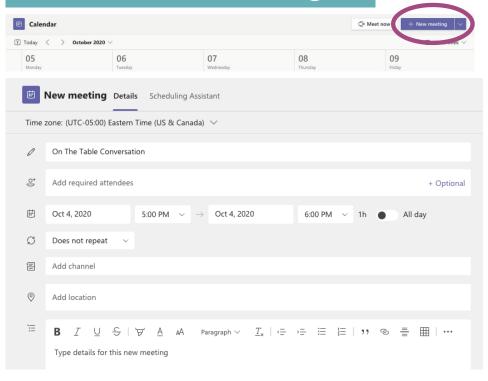




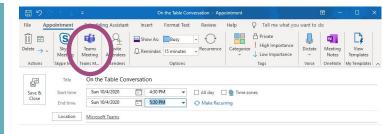
Hosting A Conversation: Virtual

Microsoft Teams + Outlook

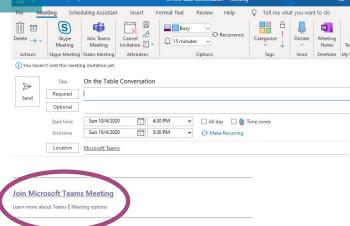
• From Teams app, click "New Meeting"



- From Outlook, create new appointment
- Press "Teams Meeting"
- Copy link include in host registration + share with guests



Room Finder



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Hosting A Conversation: Virtual Zoom

 If you have not already, create a Zoom account + activate your account.

Already have an account? Sign in

• Press "Host a Meeting" with video on.

JOIN A MEETING → HOST A MEETING →	SIGN IN	SIGN UP, IT'S FREE
With Video Off		
With Video On		
Screen Share Only		

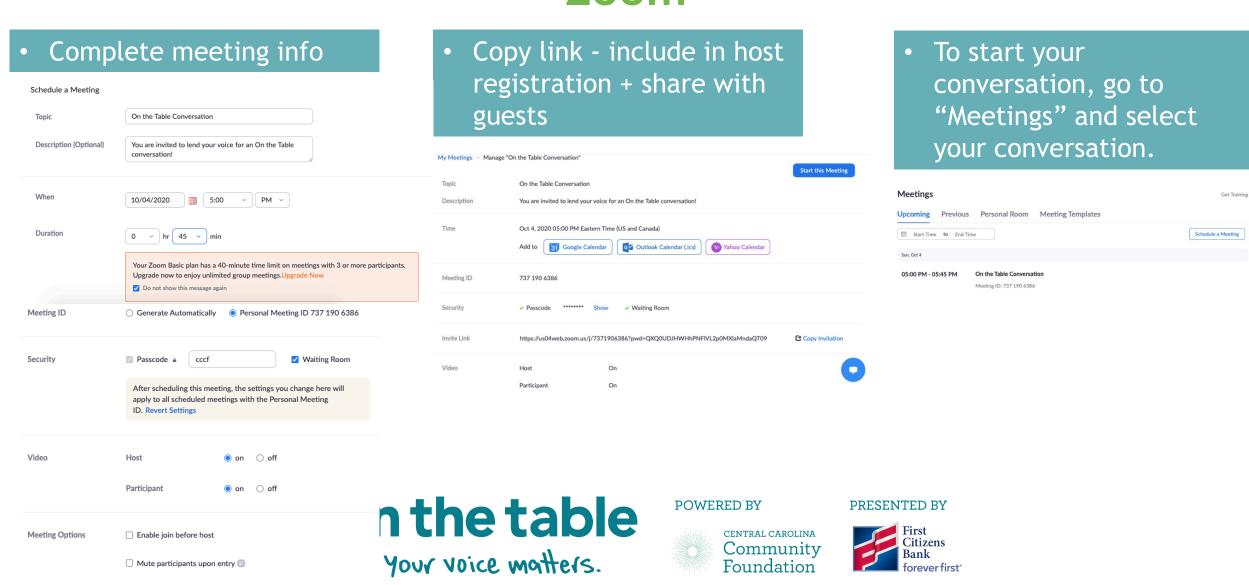
on the table







Hosting A Conversation: Virtual Zoom



Automatically record meeting on the local computer

Hosting A Conversation: Socially Distanced



COVID-19 Safety Guidelines for In-Person Conversations Created August 10, 2020

Central Carolina Community Foundation is committed to the health, safety, and well-being of everyone in the communities we serve. The following guidelines serve as a resource for On the Table hosts on how to facilitate meaningful conversations while keeping everyone safe. Please note that Central Carolina Community Foundation may make changes to these guidelines at any time with response to the ongoing Covid-19 pandemic, as deemed fit by the staff members and Board of Trustees.

Individuals wishing to participate in an On the Table conversation but feel unwell or who may be an increased risk can find virtual conversions here [OnTheTableCola.org/attend] or contact OnTheTable@yourfoundation.org.

We strongly recommend for groups to meet virtually to allow for utmost safety of our community. However, we understand that many community members have great ideas on how to strengthen our communities but may not have ready or reliable access to technology.

The following On the Table safety guidelines were created based on recommendations from Centers for Disease Control and Prevention (CDC) and South Carolina Department of Health and Environmental Control (DHEC).

If you plan to hold an in-person conversation:

- OnTheTableCola.org/host-resources We recommend hosts limit their invitations to 4- 10 guests.
- . For the past two years, On the Table, has centered around we recommend hosts limit food to individually packaged foods or encourage guests to eat before or after the conversation if possible
- We recommend conducting your conversations outside or in a space that allows for adequate social distancing with individuals 6 feet apart at all times. Con ide mitted acquantities of PPE are available upon request.

 Including available restrooms, when planning your number of accusing the planning your number of accusing the property of accusing the planning your number of a
- If a host is feeling sick or experiencing symptoms of Covid-19, the h healthcare provider and find a substitute host for the conversation. If a substitute host cannot be found, the host should cancel or reschedule the conversation
- · Hosts should plan a virtual attendance option for attendees who have come into contact with Covid-19 or are in a high-risk category.
- Hosts should ask attendees to stay at home if they are feeling sick or experiencing symptoms of Covid-19. Anyone who has come into contact with a person infected with Covid-19 should selfisolate for the recommended period of time and should not attend an in-person conversation until the self-isolation period has passed.
- All attendees should properly wear face masks, covering nose and mouth, to protect others from potential transmission of Covid-19.

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Register to Host: OnTheTableCola.org











Blog

Select Language

Host Registration

Host Registration

Host Resources

Host FAQs

Register to become a host today!

Thank you for your interest in hosting an *On the Table* conversation. Please register to host and tell us about your plans.

Explore the Resources

Are you interested in hosting a conversation but don't know where to begin? Browse toolkits, trainings, discussion guides and more on our resource page.

On the Table Host Registration

Please complete this form to register to host an On the Table conversation. Limit one conversation per form.

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OnTheTableCola.org/Resources



Host Toolkit



Youth Conversation Guide



Spanish Host Toolkit

OnTheTableCola.org/Resources







On the Table brings people together for meaningful conversations to build personal connections, share ideas, and inspire action. When we come together to lend our voices and listen to others, we have the power to make our communities stronger.

BEFORE YOU BEGIN:

Set some guidelines.

Ask every participant to commit to creating a brave space for this conversation to take place. Four things

- . Be respectful in our language and conversation, we should be respectful to others even if we do not agree.
- . Listen and learn from one another
- · Try to keep an open mir
- The conversation itself matters of the convers

Guide hare their name, their neighborhood and Make introductions, Ask each part what brought them to the table.

Your Voice HAVING THE CONVERSA Pose questions to spark disc

participants to consider the following participants for sharing their their responses, experiences and ideas d experiences, and for being part

- 1. What brought you to the table?
- 2. What would you say if you were bragging about this area? What do we do well? How can we use those things to strengthen our community?
- What are your hopes for our community, now and in the long term?
- What are the top needs of our community? How can we individually or collectively address those
- What strengths can we leverage individually or collectively - to address those needs?
- Let's choose a challenge facing our community, neighborhood or region and discuss how we would solve it.
- 7. Who not at this table is critical to making positive changes within our community? How can we connect with them to create change?
- How can we use these conversations to bring colleagues, friends and neighbors together to lead change and create a more livable, equitable and just region? What should we do next?

and learn from one another, powerful things can

Remind them to:

- Complete the brief survey at OnTheTableCola.org being conducted by Central Carolina Community Foundation for a community report that will be shared with local leaders and stakeholders.
- · Contribute to the conversation online by posting photos, ideas and experiences on social media using #OnTheTableCola.
- · Consider applying for a Beyond the Table mini-grant. Central Carolina Community Foundation is awarding grants up to \$2,000 each for ideas that emerged from
- · Visit www.OnTheTableCola.org to learn more.

CONVERSATION GUIDE Civic Engagement



Civic Engagement allows elected officials, government agencies, community members, businesses, and nonprofits to work together to promote quality of life for their communities. When these sectors align, our

BEFORE YOU BEGIN

- Conversation

Guide

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- believe are needed for Midlands residents to be more civically engaged?
- . Is there any opportunity to engage local and state governments to make decision that support Midlands residents and bu
- . What will you commit to do in the next months to be more civically engaged in community or in the Midlands?

shared with local leaders and stakeholders · Contribute to the conversation online by posting photos, ideas and experies social media using #OnTheTableCola

educational system more equitable and just?

considerations that need to be addressed to

What can we do to support students' college

What resonated with you most during today's

conversation? How do you plan to take action

What are some of the questions or thoughts

you have about alternative or private

... What are some policy or funding

improve our education system?

magnet schools, etc.)?

education options (i.e. charter schools,

Midlands schools are in an era of change. With virtual classrooms, charter and magnet schools, and

continued budget cuts. Midlands youth are navigating a new era of learning. Ensuring a quality education

Ask every participant to commit to creating a brave space for this conversation to take place. Four things

Be respectful - in our language and conversation, we should be respectful to others even if we do not agree

Conversation

Guide:

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Thank your participants
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Thank your participants
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Thank your participants

- · Consider applying for a Beyond the Table
- CONVERSATION GUIDE Education

Set some guidelines.

HAVING

1. Reflect

Poverty

CONVERSATION GUIDE



In Richland County, 62,000 people are living in poverty*, approximately 16.7% of residents - 3.6% higher than the national average. Of these, 23,200 people living in poverty are in the City of Columbia. 12.8% of Lexington county residents, approximately 35,700 people, are living in poverty. Poverty is a root cause o many other systemic issues facing Midlands residents - economic inequity, racism, food deserts, reduced access to reliable transportation and quality education, among others. Addressing poverty can provide a pathway to creating more livable, equitable and just communities in the Midland

Conversation

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Poverty

- In what ways has poverty touched your life situational, structural, individual or otherwise? How did you respond to that
- What would you like to see happen in your community and/or the Midlands to deal with
- alleviate poverty and/or increase ea

do you believe are needed? What will you commit to do in the

CONVERSATION GUIDE Race Relations

another, powerful things can happen.

. Complete the brief survey at OnTheTableCola.org

shared with local leaders and stakeholder

Contribute to the conversation online by

social media using #OnTheTableCola.

being conducted by Central Carolina Commun

Foundation for a community report that will be

Remind them to:





powerful system that creates false hierarchies of human value. In order to build a livable, equitable and just community – for everyone, we must work together to oppose racism in our systems and in ourselver As Angela Davis said. "It is not enough to be not racist, you must be actively anti-racist.

Ask every participant to commit to creating a brave space for this conversation to take place. Four things

- Conversation

Guide:

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- 2. In what ways have you experienced o
- individual or otherwise? How did you respond to that experience? What are some solutions and ideas that make your community and social circles more
- inclusive and diverse? What would you like to see happen in your community and/or the Midlands to deal with
- racial prejudice? What resources exist in the Midlands to
- promote antiracism in our communities? What will you commit to do in the next
- 3-6 months to improve racial equity in community or the Midlands?
- and learn from one another, powerful things can Remind them to:
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#OnTheTableCola OnTheTableCola.org

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Visit www.OnTheTableCola.org to learn more

Panera Partnership



On the Table participants

Receive 25% off online delivery or pick-up orders.

order online at panerabread.com or download the app. Offer valid 10/4/20-10/10/20 only at Panera locations in Colubmia,SC

Enter code **RUN25** at checkout

Having your On The Table Meeting in person? Enjoy Panera boxed lunches. Includes individually wrapped items for your safety. Order online or call your nearest bakery-cafe!

We're here to serve you safely.

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What Do We Talk About?

- Conversation guides available
 - Your Voice Matters
 - Education, Poverty, Civic Engagement, Race Relations
- Any topic you want to learn more about
- 2019 On the Table Report dive into a couple of findings you find interesting
- "Trust the Table"











Facilitation Tips: Getting Started

- Introduce yourself. Share your name, background, and why you decided to be an *On the Table host*.
- Invite your guests to introduce themselves and share their thoughts about the community.
 - If hosting virtually, ask participants to change their name that appears on their screen to the name they wish to be called.
- Review community guidelines/ground rules together and ask for any additional suggestions.







Facilitation Tips: Do

- Listen to understand without judgement or criticism.
- Encourage everyone to participate.
- Invite guests to follow up and expand on ideas.
- Share and invite your guests to share photos, videos, and stories using #OnTheTableCola on social media, or send to OnTheTable@yourfoundation.org.
- Email OnTheTable@yourfoundation.org with any questions.
- Don't allow one person to dominate conversation. If it happens:
 - Ask another person, "What do you think?"
 - Say, "We're going to hear from a few more folks before we come back to you"







Facilitation Tips: Don't

- Micromanage the conversation; let it flow freely. "Trust the Table."
- Promote arguments or unproductive debate.
- Make campaign speeches or promote political agendas.
- Be afraid to ask questions.







Facilitation Tips: Managing Difficult Situations

- You may wish to set "ground rules" before you begin your conversation (respect others, speak from personal experience not generalizations, let others speak, etc.). If challenges arise, you can revisit these guidelines.
- Avoid "Right" and "Wrong" and encourage participants to speak only from their personal experience.
- If needed, take a breath before responding.
- Mistakes may happen. If someone is offended, say "ouch" to demonstrate its impact. Explain why the comment may be offensive. This allows an opportunity to acknowledge and learn from a mistake and then continue the conversation.
- Remind participants that in this conversation, everyone's voice matters. Encourage people to share information, facts, and personal experiences to deepen the discussion.









on the table

Your voice matters.





Guest Information

- Submit your guest names and email addresses at www.OnTheTableCola.org/GuestInfo, or send a spreadsheet to OnTheTable@yourfoundation.org.
- Information will only be used to send follow-up information about On the Table, including the survey link and community report.
- At a minimum, please fill out form with guest count.







About The Survey

- After the conversations, participants will be invited to complete a short survey.
- Central Carolina Community Foundation will analyze the data for ideas and themes from conversations to create a survey report to share the report with the community and with decisionmakers across the community.
- The short survey is accessible in multiple ways:
 - Link posted at OnTheTableCola.org
 - Web link sent to participants via email
 - Printable paper survey
- Survey will be available in English and Spanish.
- The survey will be open for two weeks. The earlier you complete, the better.







Paper Survey

- Download at OnTheTableCola.org.
- Hosts are responsible for printing or copying the survey.
- Please mail or drop-off completed surveys by October 30th:

 Central Carolina Community Foundation
 2142 Boyce Street, Suite 402
 Columbia, SC 29201







Youth Survey

- Please encourage youth groups and organizations to participate in conversations.
- Youth can give feedback through a survey of 5 7 questions
 - No identifiable data will be collected
 - No open-ended questions will be asked
- Hosts with youth participants are responsible for notifying parents/guardians of the survey by letter and ask them to opt their student in or out of the survey.
- Youth surveys will only be available online, not via text or paper for anonymity.
- Only youth who have consent from parents/guardians can participate in the survey.
- Consent Letter available at OntheTableCola.Org/Resources.







Beyond the Table Grants

- Mini-grants up to \$2,000. \$20,000 total awarded.
- Grants for nonprofit organizations or individuals with a fiscal sponsorship who are interested in shaping the future of our community.
- Grant proposals must address one of the 10 issues identified as a community priority + one element of community attachment.
- Applications accepted October 4 November
 10.
- More information at OnTheTableCola.org/beyond-the-table-grants.

Areas of community need:

- Quality public schools
- Good jobs and economic development
- Poverty and economic insecurity
- Affordable housing
- Healthcare access
- Crime, violence and public safety
- Race relations, racism, and discrimination
- Transportation and infrastructure
- Walkable and bikeable urban areas
- Streamlining resources for entrepreneurs and small businesses

Elements of community attachment:

- Increasing volunteering
- Encouraging civic engagement
- Fostering social change
- Supporting locally-owned businesses

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Beyond the Table Grants: 2019 Recipients

- Production of a family-friendly original play focused on seeing disabilities as abilities
- Creation of a community garden
- Volunteer river and stream clean-ups
- Mentorship program to address cultural, generational and religious rifts
- Inmate re-entry program
- Map of access to fresh, healthy food

...and more!

- Community Engagement Council
- Financial literacy workshops
- Resource guide for employers to attract, retain, and advance women in the workforce







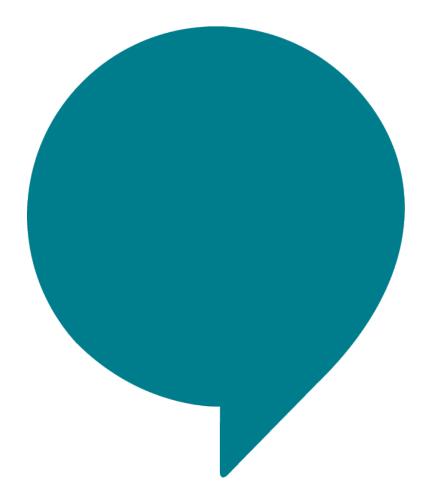
Social Media

Tag Central Carolina Community Foundation and use #OnTheTableCola

Facebook: @CentralCarolinaCommunityFoundation

Twitter: @CCCFTweets

Instagram: @CCCFPics













Host To-Dos

Guest Registration: Submit your guest's names and email addresses on the website at www.OnTheTableCola.org

Complete Survey: Leave 10-15 minutes at the end of the conversation for participants to fill out the survey on their phones, tablets, by paper, or on a computer.

Get Funded: Ask each guest to record two action steps they will take following their conversation on their action notecard and consider applying for a Beyond the Table grant.

Share on Social: Share your conversation on social media with the hashtag #OnTheTableCola









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