



1. Community Impact Principles Guide

a. Common Principles of Effective Community Engagement

1. Public has a say in decisions that affect their lives
2. Public's contribution will influence the decision
3. Process of engaging the public relates to their interests
4. Seek out and involve all those potentially affected
5. Engages participants in defining how they participate
6. Provide participants with relevant information in a meaningful way
7. Communicates back to participants how their input affected the decision

b. Community Stakeholders to Consider

- Residents in potentially affected area.
- Community leaders and elected officials, government departments, agencies, jurisdictions, etc. impacted by the project such as local health department, schools/school districts, emergency services, law enforcement, metropolitan planning organization, gas utility, etc.
- Advocacy organizations and local businesses.
- Members of vulnerable or underserved populations (i.e., elderly, youth, physically and/or mentally disabled, members from disadvantaged communities), etc.

c. Methods of Outreach/Notification

- Door-to-door
- Phone calls
- Local newspaper
- County websites
- Local radio and television
- Local schools
- Local gathering places such as churches, community centers, etc.

d. Approaches for Community Engagement



- 1-on-1 conversation
- Small group discussion
- Community meeting
- Survey/questionnaire
- Webinar or online forums
- Combination of methods

e. Tips for Effective Communication

- Clearly communicate:
- Project goals and timeline.
- Objectives for engaging the community.
- Possible benefits and concerns for you, the community, industry, and the environment.
- Invite stakeholders to share their concerns and needs.
- Be transparent about your understanding of potential negative impacts and your plans for mitigation.
- Communicate about how you will be incorporating stakeholder feedback into your project plans.
- Let stakeholders know if/how you will be in touch with them in the future regarding this project.



2. Community Impact Meeting Preparation Guide

a. Meeting Agenda Preparation Steps:

- Define Purpose of Community Meeting:
 - 1) why are we holding the meeting? 2) what are our key objectives
- Plan for the Product:
 - 1) what do we want to have produced 2) how will we know we are successful?
- Who needs to Participate:
 - 1) invite your list of stakeholders 2) what are their perspectives?
- Probable Community Issues:
 - 1) what concerns are likely to arise? 2) what issues should we think through ahead of time
- Create a Set of Topics and a Process that addresses the above 4 points
- Create a clear document, printed or on a flip chart that shares the Agenda with Participants

Basic Agenda Template

Time	Topic	Objective	Process	Who

b. A few key Meeting Tips to keep in mind:

- **Length of Meeting:** Plan your meeting to be no longer than 1.5 to 2 hours long
- **Start time:**
 - Make sure if you start 15 minutes late, you will still have time to cover each agenda item - you can even put a gather and get snacks agenda item as your first 'topic'
 - consider your audience when deciding to have a business hour meeting or an evening meeting
- **Ground-rules:** If you expect more than 10 people - put up a simple set of meeting guidelines and review them when you review the agenda. For example:
 - speak one at a time,



- silence your phones,
- treat each other with respect

Sample Community Impact Meeting Agenda Template

Time	Topic	Objective	Process	Who
	Welcome and Introduction	ensure understanding of the purpose of meeting make people feel welcome	thank participants and review purpose and agenda ask for names and neighborhoods/ affiliations etc.	project lead
	Dairy Digester Overview	communicate what a DD is and what type is being developed for the project share project timeline	presentation	dairy farmer or project lead
	Dairy Digester Community Impacts and Mitigation	give an overview of the value and the positive and potential negative impacts and the projects mitigation plans	presentation	dairy farmer or project lead
	Question and Answer	ensure understanding of material presented	ask for hands, make sure to address all questions that time allows,	project team
	Collect Concerns, Positive Feedback and Requests	document community input and engagement in the project plans	depends on size of meeting: <ul style="list-style-type: none"> • collect through people speaking one at a time on flip paper • have stations with note-taker 	project team
	Summarize and Thank Participants	provide a recap of what happened	presentation	project lead