



ACCG Facilitation & Administrative Support

Survey Results

June 2021

1

Survey on Future Support Needs

May 25 – June 2, 2021

- Purpose: obtain input from ACCG on desired future facilitation and administrative support for the ACCG
- Divided into 4 sections
 - Overview of current services
 - Rate current services
 - Working together and self-capacity
 - General open-ended input

View Results Directly:

<https://www.surveymonkey.com/results/SM-D5NKPVNV9/>

Number of Responses = 16



Section I - Overview of Types of Services

Meetings & ACCG Dialogue Support

Primarily General Meetings, Planning Work Group, Admin Work Group, Funding Coordination Work Group, Ad hoc committees

Administrative

- Agenda development
- Coordination of speakers/presentations and/or materials, including press releases and letters of support
- Coordination of meeting room reservations
- Notifications and reminders
- Track/coordinate next steps and action items
- Maintain participant roster and email listserv

Facilitation

- Strategic planning support for meetings and work plans
 - Facilitate transitions (e.g., onboarding new members, transition from receiving professional facilitation)
- Lead facilitation of meetings
- Develop meeting summaries
- Develop key documents (e.g., revised MOA, Project Development and Support Process Package)
- Resolve conflicts or complex issues, as needed
- Develop and lead skills-building trainings, as needed

Section I - Overview of Types of Services (contd)

Contracts and Budget Management

General contract management, including tracking budgets and matching contributions of ACCG participants, overseeing establishment of contracts/agreements and associated modifications, coordinating project reporting with the USFS's Cornerstone Project coordinator, completing participant agreement reporting. Maintain participant roster and email listserv

Website & Data & Materials Management

- Hosting and managing the website
 - Posting materials, updates, and presentation recordings
- Project Mapper maintenance
- Website improvements

Communications and Outreach

- Development and implementation coordination of the Communication & Engagement Plan
- Liaison for interested parties seeking ACCG support for proposed projects, completing surveys on behalf of the ACCG, etc.
- Point of contact for external communications, including receiving/tracking and posting/disseminating announcements

General Meetings

- 16 Responses
- Most ratings hovered around “Essential” or ”Important”; Wide ranges for some services

	Essential	Important	Medium Importance	Low Importance	Very Low Importance
Speakers/Presentations	7	6	2	1	0
Notifications/Reminders	4	9	1	1	1
Summaries	4	6	4	2	0
Action Items	2	10	2	1	1
Agendas	5	5	3	2	0
Facilitation	4	7	2	1	2
Conflict Resolution	5	4	3	1	3
Strategic Planning & Work Plans	2	7	3	3	1
Training	3	3	5	2	3

Planning WG Meetings

- 11-12 responses (*possible* non-WG ratings)
- Most ratings hovered around "Important"

	Essential	Important	Medium Importance	Low Importance	Very Low Importance
Speakers/Presentations	2	6	4	0	0
Notifications/Reminders	3	6	2	0	1
Action Items	3	5	3	0	1
Agendas	3	6	1	0	1
Strategic Planning & Work Plans	3	5	1	2	1
Summaries	2	6	2	1	1
Conflict Resolution	4	3	2	1	2
Facilitation	3	3	3	2	1

Admin WG Meetings

- 3 responses
- Most ratings hovered around "Important" and "Medium Importance"; a few "Low Importance"

	Essential	Important	Medium Importance	Low Importance	Very Low Importance
Speakers/Presentations	1	1	1	0	0
Agendas	0	2	1	0	0
Notifications/Reminders	0	2	1	0	0
Action Items	0	2	1	0	0
Strategic Planning & Work Plans	1	0	2	0	0
Facilitation	0	0	2	1	0
Conflict Resolution	0	0	1	2	0

Funding & Coordination WG Meetings

- 4 responses
- Most ratings hovered around "Important" and "Medium Importance"; Some "Low Importance"

	Essential	Important	Medium Importance	Low Importance	Very Low Importance
Agendas	1	2	1	0	0
Action Items	1	2	1	0	0
Notifications/Reminders	0	3	1	0	0
Strategic Planning & Work Plans	0	2	1	1	0
Facilitation	1	0	1	2	0
Speakers/Presentations	0	0	2	1	1

Other Services

- 16 responses
- Most ratings hovered around "Important"

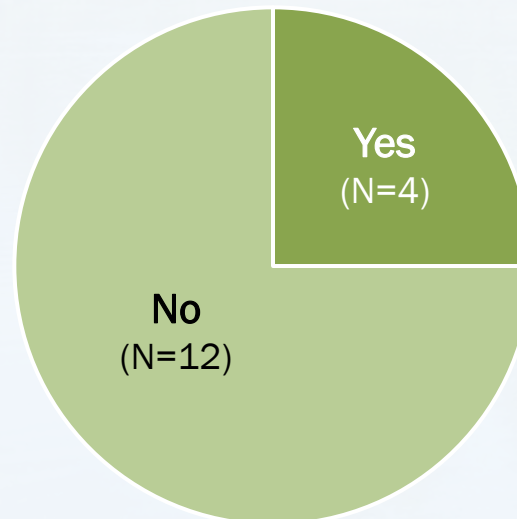
	Essential	Important	Medium Importance	Low Importance	Very Low Importance
Website	6	8	1	1	0
Project Mapper	7	6	2	1	0
Contract/Budget	5	7	3	0	1
External Communications	3	8	3	2	0
Project Liaison	2	6	4	4	0
C&E Implementation	2	5	4	3	1

Working Together and Self-Capacity

- 15-16 responses
- Generally, strongly value learning how to work together and being involved in the decision-making conversations
- If had to self-facilitate, wouldn't really change current level of engagement

	Essential	Important	Medium Importance	Low Importance	Very Low Importance
Learning how to work together	5	4	4	1	1
Involved in the decision-making process	1	7	6	1	1

More engaged if you self-facilitated?



Greatest Value Added

Admin (N=10)

- Keeping group on task, reducing bickering
- Agenda prep, notices, mtg coordination
- CHIPS HAS HANDLED THE admin admirably
- Cohesion of ACCG
- They have provided greatest value to both
- Agenda development, arranging speakers, meeting coordination
- This is essential, none of the participating members want to take notes during the meetings or be record keepers
- Drawing activities of the organization into meaningful shape and keeping a flow of activities in motion. I can't imagine how the organization would have been able to accomplish what it has done in past few years without this organizational support
- Meeting coordination, budget, notifications
- Networking

Facilitation (N=9)

- Planning group has greatest need, and influences work on ground
- CBI has made the group have focus and purpose
- Helps move agenda & collaboration
- They have provided greatest value to both
- smoothing and deepening quality of communication so that people have been willing to continue grappling with difficult issues –and making meetings at various levels more attractive to participate in
- Disappointed in CBI. Largely dropped out b/c they won't deal with problematic members who violate ground rules
- Supposing everyone follows the rules set forth in the MOA, I have high confidence that ACCG members can facilitate themselves

Delegate to someone else or take on yourself?

- Possibly main meeting facilitation, funding group self facilitated
- See if UC Extension can provide trained facilitation
- None, sorry. I'm too busy.
- Help with agenda setting, speaker recruitment
- Facilitate meetings, chair or co-chair a working group.
- Our organization is already assisting in facilitating an Ad Hoc committee
- I've been interested in attending planning group meetings for my own education. possibly I could contribute from a different perspective. The "pace and scale" of this organization seem to have been evolving along with the needs of the times, and the easy-going, small community attitude that I saw in my first impression has become a better organized, more dynamic operation, suited to accomplishing things. While I personally am drawn to working in more intimate settings, I don't think this organization can return to that as a whole. Maybe it is best cultivated in the working groups or on specific projects.
- Mapping library

Funding Options?

- Grants
 - State and federal grant funding
 - Grant administration fees for ACCG projects
 - Grants or member contributions
 - USFS and various capacity building grants for administration
 - NFF's capacity building grant
- Agencies / Organizations:
 - USFS
 - SNC's RFFCP
 - NFF
- Possibly small membership fee from participants
- Indirect % on forest health projects

Other Input?

- I think CHIPS does a great job. I still believe the group needs paid facilitation so members can fully participate.
- The facilitator needs to enforce ground rules, use the dispute resolution process.
- CBI has been invaluable in moving ACCG forward.
- I'd say that facilitation needs are low and administrative needs are quite high for ACCG to maintain itself at the current level of engagement and collaboration.
- I think it is important that we have facilitation and administrative support. So many organizations are already at capacity and would not be able to take on that role.
- Gratitude for the immense amount of work you have put in, unlikely we could have extracted it from membership on volunteer basis. You have freed up people to do what they can other than administration and facilitation. I am very aware of the limits of my own imagination on this issue, wish I had more to offer.
- Streamline all administration! Too many resources going to off-field work.

Admin WG Discussion to Recommend a Model for Administration & Facilitation Beyond 2021

- Based on the feedback received and your own perspectives, which services do you consider essential or important? Which services are less important or non-essential?
- What ACCG administration and facilitation services would you recommend post 2021?
- What are the preferred option(s) for how to provide those services?
 - Who could provide services?
 - How might they be funded?