

Sample agenda and discussion process for an initial meeting about a smoke-free policy

This sample agenda and discussion process is for a 1.5 to 2-hour meeting. Adjust as you see appropriate for residents in your building. It is a good practice to ask people to give their opinions about a smoke-free policy in their building at this meeting. While it is very important to provide and explain information, residents will want the opportunity to share what they think.

Tips

- *It is very helpful if you distribute information sheets about a smoke-free policy door to door, or make them available in a common area, **before** the meeting.*
- *Use name tags for each person.*
- *Provide light refreshments such as water, tea, coffee, and cookies or a vegetable tray. Food is a good way to set a friendly and welcoming atmosphere.*
- *Have a volunteer record the main points from the discussion, ideally on a laptop.*

1. Welcome and overview of the meeting (estimate five minutes)

The hosts of the meeting welcome everyone to the meeting. Introduce yourselves and your roles.

- Explain the purpose of the meeting (e.g., We are starting to think about establishing a smoke-free policy for our building. We want to provide you with information and want your initial input about the idea. We also want your suggestions on the next steps.).
- Explain the logistics of the meeting (e.g.; the start and end time, the agenda, how questions and ideas will be recorded).

2. Introductions by all participants (estimate five minutes)

Always have each person introduce themselves. This makes the participants feel included, helps them to feel comfortable speaking and allows everyone to hear each other's name. Even if most participants appear to know each other, it is useful to have this short introduction.

Ask each person to say:

- Name
- Unit
- Years lived in the building
- One thing they like about living in the building (*this question helps everyone to start on a positive note by thinking about why they like their home*)

3. Information about smoke-free policies in multi-unit housing (estimate five minutes)

Explain why you called the meeting (e.g.; complaints have been received about second-hand smoke, you have been approached by a tenant group, damages and costs from smoking are occurring and are a concern, you are concerned about providing a safe and healthy space for all tenants).

Provide information about smoke-free policies in multi-unit housing. Use the Canadian Cancer Society-resource guide section **Everybody Wins**.

4. Information about applicable Alberta legislation (estimate five to 10 minutes)

Use the Canadian Cancer Society-resource guide section **The Law and Smoke-Free Housing**.

5. Questions and answers

Encourage participants to ask questions during the information presentations or ask them to write down their questions and answer them after the presentations.

6. Optional input discussion (estimate 30 to 45 minutes)

Occasionally, you will hold a meeting only to provide information. Therefore, you may not hold a discussion time, but rather close the meeting after the *Questions and answers* time. If you decide to hold an information-only meeting, be sure to tell participants what the next steps are and when they will have a chance to give ideas about going smoke-free.

If you decide to also include a discussion time in your meeting, here are various ideas for discussion processes. Adjust based on the reason you called the meeting, the number of participants, the general feel in the room about smoking or non-smoking, etc.

Trio talk:

Ask participants to form trios (groups of three) and talk for five minutes about:

- What is your experience with smoking in our building? Positive aspects? Negative aspects?

Have a five to 10-minute report-back session by asking each trio (or at least half of the trios) to say in two sentences what they discussed. Record.

Have a 20-minute large-group discussion session and ask participants to give their input about each of the preceding questions. Record.

Pair-and-share talk:

Ask participants to work with one other person and talk for five to 10 minutes about:

- What do you like about the idea of a smoke-free policy in our building?
- What do you dislike about the idea of a smoke-free policy in our building?
- What other information do you need?
- What next steps do you suggest?

Have a 20-minute large-group discussion session and ask participants to give their input about each of the preceding questions. Record.

Pros-and-cons gallery-walking activity:

Put large flip-chart paper on the wall or on tables in three separate locations (stations). Provide small felt markers or pens at each station.

Name the stations:

- Pros (positive aspects) about going smoke-free in our building
- Cons (negative aspects) about going smoke-free in our building
- What else do I need to know?

Ask participants to walk from station to station for about 10 to 15 minutes and write their comments.

Then, divide participants into three groups and ask them each to go to one station, read the information and summarize it.

Have a 15-minute large-group discussion session and ask each group to tell their summary of the written information. Record.

Take the flip charts and use the information for future meetings and information and input sessions.

7. What's next and closing

- As the host, thank everyone for participating.
- Explain how you plan to use the information and what you plan to do next.
- Explain how residents will be engaged.