

Monthly Stakeholder Roundtable Agenda

Hosted By: MYPAGE.PET & Animal Control & Enforcement Training Academy

Purpose: *The system is broken. How can we fix it?*

Cadence: Monthly

Location: Zoom

Audience: Coastal Bend Rescuers, Animal Control Officers, Shelter Staff, Vet Staff, Advocates, Policy Influencers

A. Welcome & Opening Remarks (5 minutes)

- Host introduction
- Purpose reminder: understand root causes, encourage collaboration, build trust, create a shared foundation for reform
- Review of MOU expectations (respect, no arguing, constructive dialogue)
- Quick overview of the Problem Tree and Objective Tree
 - Problem Tree = What's broken + Root Causes/ Drivers
 - Objective Tree = What fixes it + Impacts

B. Root Cause Roundtable (25 minutes)

Format: Each participant gets **3-5 minutes** uninterrupted to explain:

- Name & role
- Organization/ or What part of the system they interact with
- What issue they see and what they believe causes the issue
- What solution they believe will fix the problem and impacts

Facilitator Role:

- Capture each issue in the *Problem Tree* and each solution in the *Objective Tree*
- Ask clarifying questions only after the speaker finishes
- Prevent cross-talk or debate

C. Solution Exploration (20 minutes)

- What solutions could address the root causes?

Facilitator records all solutions.

D. Closing Remarks (5 minutes)

- Share the compiled notes
- Confirm next meeting date
- Open floor for final comments (1 minute per person)

2. Memorandum of Understanding (MOU)

A shared agreement for all participants in the Stakeholder Meeting Series.

Purpose of the MOU

To ensure a respectful, productive, and safe environment where diverse voices in animal welfare can collaborate without hostility or judgment and to clearly communicate that the information shared in these meetings will contribute to a formal case study documenting systemic issues and community-driven solutions.

MOU Guidelines

1. Respectful Communication

- No arguing, yelling, or hostile behavior
- No rude remarks, sarcasm, or belittling
- No interrupting while someone is speaking
- Listen to understand, not to respond

2. Constructive Participation

- Critique systems, not people
- Offer solutions when presenting problems
- Ask clarifying questions respectfully
- Avoid blame-based language

3. Equal Voice for All Participants

- Everyone receives equal time to speak
- No dominating the conversation
- No side conversations during someone's turn

4. Confidentiality & Safety

- Personal stories shared in the meeting stay in the meeting
- No sharing or posting meeting content without consent
- Recording is permitted only for official meeting notes and case study documentation
- No identifying information will be used in the case study unless explicitly approved

5. Professional Conduct

- Arrive on time
- Keep cameras on when possible
- Use mute when not speaking
- Follow facilitator instructions

6. Commitment to Collaboration

- Assume good intent
- Focus on solutions
- Support cross-agency cooperation
- Recognize that everyone is here because they care about animals