

## **BEFORE MEETING #5: Water Meeting**

- 1. Make sure you have internet access to play the videos.**
- 2. Test your video, sound, and screensharing.**
- 3. Send a reminder email at least one week before the meeting. An email template is available in your Host Meeting Checklist.**
- 4. Download the Local Resources PDF from the previous meeting's follow-up email and prepare to type in resources on the fourth page.**



# Agenda 5: Water

## GreenBlocks Program

City of Cupertino  
Office of Emergency Management and Sustainability Division  
June 2022

### Agenda

- Time for informal socializing (10 to 30 minutes before the meeting start time)
- 1. Welcome and Wrap Up Food & Waste Topic (15 minutes)
- 2. Introduce Water Topic: Videos and Discussion (20 minutes)
- 3. Activity: Learn About Water Conservation Resources (10 minutes)
- 4. Activity: Take the Water Use Quiz (15 minutes)
- 5. Optional Activity: Drought Resources (10 minutes)
- 6. Share Local Resources (10 minutes)
- 7. Discuss the "Be Water Wise" Actions (10 minutes)
- 8. Next Steps and Close the Meeting (10 minutes)

**Estimated run-time: 1 hour and 30 minutes (add 10 minutes for the optional activity)**

### **Time for Informal Socializing** (10 - 30 minutes before the meeting start time)

- As guests arrive, greet them, mention where the bathroom is, food/drinks, etc.
- Encourage folks to chat and connect before the meeting gets started!

### **Welcome and Wrap Up Food & Waste Topic** -- 15 minutes

- Welcome everyone and make sure everyone is signed in.
- Discuss the topic from the last meeting and ask people to share what steps they have taken. For the first question, go around the room so everyone can participate, then ask the rest of the questions to the group. Ask the following:
  - What actions did you choose to complete from last meeting's action category? For the actions you haven't completed yet, what steps did you take?
  - Did anyone visit a Farmers Market? How was your experience?
  - Did you have any difficulties or questions on an action?
  - What surprised you or was most interesting?
  - Does anyone have any tips or resources to offer the group?
  - Do you have any updates on actions from other categories?

### **Contact us:**

MartaD@cupertino.org  
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(408) 777-3408

## **Introduce Water Topic – 1 minute**

Read the following introduction:

“Today we’ll be focusing on the Water actions- Water is a precious resource in Cupertino. As the climate becomes drier, it will become even more important to save water. We will learn why it is important to save water and some actions we can take to do our part!”

## **Videos and Discussion – 20 minutes**

Please read out anything in quotes. These are the introductions for specific videos.

1. Valley Water reservoir comparison between 2017 and 2021 | SCVWD Valley Water (1:40)

“This video will help us understand how severe the drought is and why we need to take action by reducing our water use.”

<https://www.youtube.com/watch?v=sMyh9VXPO58>

2. WaterFinal | BrightAction (5:02)

“Now that we know how serious the drought is, this video will go over some actions we can take, including very simple and cheap options that can make a big impact.”

<https://www.youtube.com/watch?v=DiG3IV1OIPw>

3. Water efficient appliances | Southern Nevada Water Authority (0:33)

“This short video will explain what to look for to find water-saving appliances.”

<https://www.youtube.com/watch?v=HS-VgKg40xE>

4. A “Laundry-to-Landscape” Greywater System | Greywater Action (1:49)

“Our last video provides more information about how a laundry-to-landscape system works and how easy they are to use.”

[https://www.youtube.com/watch?v=WdV\\_gbOipQs](https://www.youtube.com/watch?v=WdV_gbOipQs)

After playing all the videos, ask the following discussion questions one at a time Make sure everyone has a chance to respond to at least a few questions.

- What surprised folks? What stood out?
- What actions are you already taking to conserve water?
- What have you heard about drought in Cupertino? Have you made any changes to be more “water wise”?
- What questions do you still have?
- (Remember that your team leader can pass on any questions to the program leads!)

## **Contact us:**

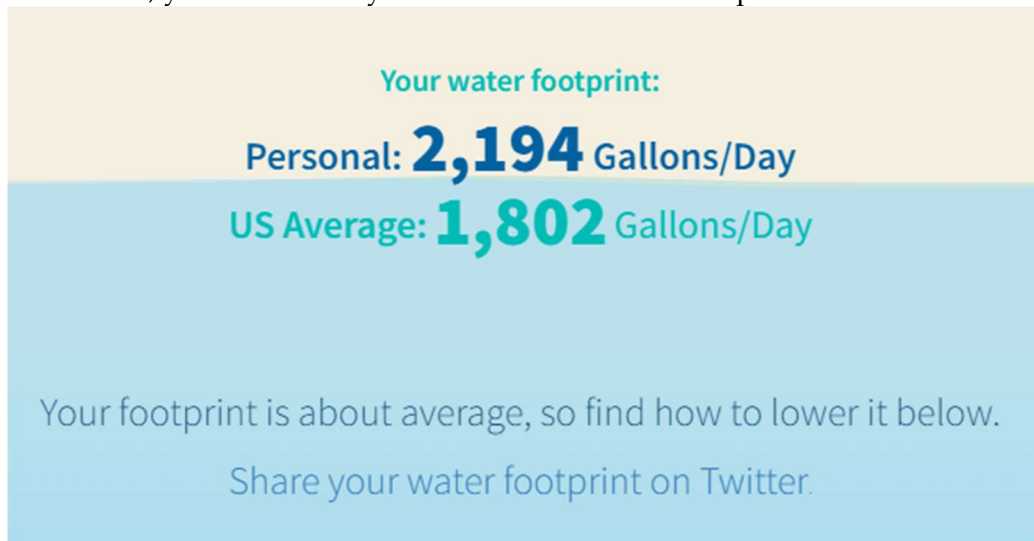
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**Activity: Learn About Water Conservation Resources – 10 minutes**

- Share your screen and go to the [City of Cupertino’s Water Conservation page](#). Look through the different resources.
  - Questions:
    - Are there any you are interested in?
    - Has anyone in the group used any of these resources or know someone who has?
  - Pick one resource the team is interested in. Click on the link to see how to sign up or use the resource.
- Learn about [Valley Water’s Water Conservation Programs](#). Scroll through the page and see what resources are available.
  - Ask the group: Are there any resources that you would like to learn more about?
  - If there is time, you can click on a few resources the team is interested in.

**Activity: Take the Water Use Quiz – 15 minutes**

- Many parts of your lifestyle affect your water use as well! Share your screen and take this [Water Footprint Calculator](#) as a group to learn more. You can pick one person to answer the questions, average your answers across the group, or just pick randomly.
- When you finish the quiz, make sure to scroll down past your water footprint to see your results and access tips. Here is a picture of the page where you would scroll down. Remember, your results may be different from the example screenshot.



- Questions for the group:
  - Did any of the results surprise you?
  - Which item(s) use the most water in your family?
  - Which actions did you notice had large impacts?
- Click on the “tips” for any items that folks are interested in.

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### **Optional Activity: Drought Resources – 10 minutes**

- Want to learn more about what to do during a drought? Share your screen and visit the [Cupertino drought page](#) for more resources and learn about current restrictions.
  - Explore this web page with your team.
- Ask the team:
  - Do you know who our water retailer is?
    - (If anyone is unsure about who their water retailer is, they can [visit this map](#) and click on their neighborhood to find their water retailer.)
  - Are there any active water restrictions for our water retailer? (You may have to visit their webpages to find the most up-to-date information.)

### **Share Local Resources – 10 minutes**

- Open your team's Local Resources PDF and go to the page 4. Make sure to use the same document your team used in the last meeting.
- Your team will add to this list. Ask the following questions and make sure to type out the answers in the text box.
  - What is missing from this list?
  - What block-level and neighborhood-level resources can we tap into? For example:
    - Has anyone participated in any of the programs?
    - Are there any water-saving tips that have been very helpful for your family that you can share with the team?
    - Does anyone want to work together to make their yards more drought-friendly?
    - Does anyone have a laundry-to-landscape system that can help others set one up?
    - Does anyone want to try out any of these resources together?

### **Discuss the “Be Water Wise” Actions – 10 minutes**

- Share your screen and pull up the “Be Water Wise” action category on the Cupertino Climate Challenge site.
- Make sure to remind your team members that they don't necessarily have to choose the highest impact actions, but rather ones that best fit their budget and situation.
- Click through the actions your group is interested in and learn more. Go around and share –
  - Which actions are you interested in doing or learning more about?
  - Are there actions you have completed and could help others with?

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### **Next Steps and Close the Meeting – 10 minutes**

Ask for the team's feedback on this meeting:

- What did they like? What didn't they like?
- Do they have any suggestions to make this meeting better?
- Is the current communication process working? How can communication within the team be improved?

Go over the next steps with your team. Let them know you will also send the follow-up steps by email: Before the next team meeting:

1. Log onto the Cupertino Climate Challenge site and navigate to the "Be Water Wise" action category.
2. Go through the actions in this section and mark any that your household already does as "I already do this."
3. Select 3-5 new actions in this category that you'd like to complete, click on "Choose", set a goal, and add it to your list. Then complete the actions or start making a plan to complete them.
4. Review our list of local resources.
5. Bonus: Click through the other resources from the [City of Cupertino](#) and [Valley Water](#) pages and send a picture of you signing up or using a resource. They will send it to the Program Leads for a chance to be featured on Cupertino media!

### **Thank everyone for coming to the meeting!**

- Remind everyone if they have any questions about using the online platform, they can send them to your team leader. The team leader will ask the program lead for assistance or submit a question through the platform using the question form.
- Ask your team leader to confirm who is hosting the next meeting and ask that team member to remind folks of the date and time of the next meeting.

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## After Meeting - Follow Up:

Great work leading your meeting! We hope you had fun and that your team is excited about the topics and taking actions. Your last step - follow-up:

After your meeting, ideally within 24 hours, send a follow-up email. Here's an email template you can use:

*Thank you all so much for attending yesterday's team meeting! As a reminder our next meeting will take place on [date, time] and will be hosted by [name of next meeting host] at [location (if available)]. Before our next meeting, be sure to complete the following:*

1. *Log onto the Cupertino Climate Challenge site and navigate to the "Be Water Wise" action category.*
  - a. *Go through the actions in this section and mark any that your household already does as "I already do this."*
  - b. *Select 3-5 new actions in this category that you'd like to complete, click on "Choose", set a goal, and add it to your list. Then complete the actions or start making a plan to complete them.*
2. *Review our list of local resources. [Make sure to include a link or attach the Local Resources Word Document to the email]*
3. *Bonus: Click through the other resources from the [City of Cupertino](#) and [Valley Water](#) pages and send a picture of you signing up or using a resource. They will send it to the Program Leads for a chance to be featured on Cupertino media!*
4. *Here is a PowerPoint if you would like to review items from this meeting [link or attach the Meeting PowerPoint.]*

*If you have any questions or issues using the Cupertino Climate Challenge site, reach out to [team leader's name] or post a question through the question form on the site.*

*Thanks again!"*

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