



OVERVIEW

INTRODUCTION

Thank you for hosting a Meeting-in-a-Box (MIAB)! Your participation is an important part of a collaborative effort engaging a wider range of Galveston residents to envision a better future for the island over the next 20 years. The City of Galveston is grateful for your interest and your time in facilitating a MIAB with your community and for helping us gather local experiences and ideas.

WHAT IS A MEETING-IN-A-BOX (MIAB) AND HOW DOES IT WORK?

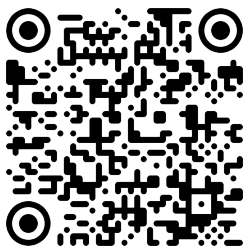
MIAB is a set of documents that community members can pick up or download to host their own meetings about the Comprehensive Plan update. The materials are designed for community groups, neighborhood associations, and friends to come together and talk about the future of Galveston and share their ideas. Hosts can bring people together at a time and place that works best for them. This makes it easier for more residents to get involved and gives the City feedback from a wider range of voices.

This letter is part of a MIAB kit which contains everything you need to hold your own meeting. MIAB can be downloaded at the project website or picked up at the City Secretary's Office at City Hall (823 Rosenberg St., Galveston, TX 77550 Suite 201). The results of your discussion can be uploaded online through the project website or dropped off in person at the City Secretary's Office at City Hall. The information gathered through MIABs will support the development and direction of the City of Galveston Comprehensive Plan update. This MIAB is the first in a series of three MIAB kits that will be available throughout different stages of the planning process.

PROJECT BACKGROUND

MIABs are one part of the City's community engagement efforts for the Comprehensive Plan update. The City of Galveston is updating its Comprehensive Plan during 2026 and 2027 through a process involving research, public input gathering, technical analyses, and visioning for the future. A Comprehensive Plan is a policy guide for City decision-makers on land use, economic development, transportation, disaster planning, and more. While it primarily guides the City's programs and policies, it also provides a framework for public-private partnerships and collaboration with community institutions and organizations, making broad collaboration and engagement critical to the plan's development.

For more information, visit the project website at <https://bit.ly/4zOY56t> or scan the QR code below.





GUIDEBOOK

MIAB #1 KIT CONTENTS

- Overview Letter
- Guidebook
- Sign-in sheet
- 3 Worksheets/Activities
- Notepaper sheets
- Participant surveys

BEFORE THE MEETING

1. As the host you are the facilitator of the meeting. Review the MIAB materials, Guidebook, and familiarize yourself with the project website so you are prepared to answer questions from meeting participants about the meeting format and goals.
2. Decide on a meeting site, date, and time. Typical locations could include a community center, library, place of worship, coffee shop, or even your living room. Meetings are designed to last around 1 hour total.
3. Identify roles and responsibilities ahead of time. You are the host of the meeting and will be in charge of coordinating the meeting and facilitating activities/discussion. It can be helpful to have a co-host or designated note-taker if you want to share some of these responsibilities. Everyone else at the meeting is a participant, responsible for engaging in the exercises, discussion, and filling out the participant survey.
4. Send out invitations. A group of 6-12 people is a good target size for a small group discussion but other group sizes can work if you break up into smaller sub-groups. Send your invitations via email, mail, or call potential participants over the phone. A sample invitation is included below.
5. Send reminders to your invitees a day or two in advance to ensure attendance.

Sample Invitation:

You're invited!

What: Meeting-in-a-Box session for the Galveston Comprehensive Plan Update

Where:

When:

Time required: Approximately 1 hour

RSVP by:

RSVP to:

The City of Galveston has invited us to host a meeting using their Meeting-in-a-Box kit so they can hear from us as they work on the City Comprehensive Plan update. The Comprehensive Plan is a policy framework for guiding land use and growth over the next 20 years. The City's previous plan was last updated in 2011. Since it has been 15 years since this document has been updated, City staff want to hear from all members of the community on what matters most for the future of Galveston. We hope you can participate!

For more information about the process, visit <https://bit.ly/4zOY56t> or scan the QR code.





DURING THE MEETING

1. Print off and/or set up materials for the expected number of meeting attendees. It's usually good to have a couple extra copies of meeting materials on hand in case additional people show up.
2. Set up the room so people can see, hear, and participate comfortably. Arrange chairs into a circle if possible. For larger groups, break up the seating into a few small circles/breakout groups.
3. Welcome participants and explain the purpose of the meeting. See FAQs below if you want some tips on what to highlight.
4. Provide time for brief introductions if participants don't all know each other already. Pass around the sign-in sheet to make sure you are capturing all participants.
5. Overview the MIAB worksheets and provide some simple ground rules for the activities and discussion. It's good to encourage the following principles: listen before responding, make space for all voices, respect differing perspectives, stay curious and constructive, and focus on the future.
6. Follow the worksheets provided in the MIAB kit. Each activity will have directions and an expected amount of time needed to fill the worksheets out and discuss. Encourage everyone to participate to the best of their abilities and make space for different perspectives. Capture key ideas, concerns, and questions generated by discussion on the separate sheets of note paper.
7. If you have divided participants into small groups, reconvene the larger group. Thank participants for sharing their time and ideas. If there are no additional questions or comments, ask participants to fill out the participant survey and turn in all of their worksheets and surveys to you before leaving the meeting. Encourage participants to continue to follow the Comprehensive Plan update and provide feedback at different stages throughout the process.

FAQs

WHAT IS A COMPREHENSIVE PLAN?

A Comprehensive Plan is a community's shared vision and roadmap for how it should grow and change over the next 20 years. It guides City decision making about land use, housing, transportation, parks, infrastructure, and other priorities that shape Galveston's future.

WHAT IS A MIAB?

A MIAB is a set of materials and activities designed to help community members have meaningful conversations about the Comprehensive Plan update. It provides a flexible, easy-to-use format for groups to share ideas, priorities, and perspectives in a setting outside of City-run engagement activities.

HOW WILL THE FEEDBACK I PROVIDE TODAY BE USED?

Input from MIAB activities will help identify community priorities, ideas, and concerns that inform the Comprehensive Plan update. Feedback will be considered alongside other community engagement input to help shape the plan's goals, recommendations, and implementation strategies.

HOW CAN I LEARN MORE/STAY INVOLVED?

The City's Comprehensive Plan update is happening throughout 2026 and 2027. There are a series of workshops, online engagement, and other opportunities where residents can get involved. For more information about the process, scan the QR code found on the MIAB participant survey.



AFTER THE MEETING

Shortly after you have held your meeting, submit all of the meeting materials, including the sign-in sheet, worksheets, participant surveys, and discussion notes, to the project team. Utilize one of the following methods to submit your results:

Method 1 - Digital Upload

Take pictures of all of the materials using your smart phone or scan all your materials using a printer/scanner if available. Upload your photos/scans by navigating to the MIAB link found on the project website. You can submit up to ten photos/scans at a time so you might need to make multiple submissions depending on the number of meeting participants. With your submission(s), be sure to include your name and the date of your meeting to keep files organized.

PROJECT WEBSITE: [HTTPS://BIT.LY/4ZOY56T](https://bit.ly/4ZOY56T)

Method 2 - Physical Drop Off

Gather all filled out materials and put them back into the MIAB kit. Write your name and the date of your meeting on the kit to keep files organized. Drop the kit off at the City Secretary's Office at City Hall (Suite 201).

GALVESTON CITY HALL: 823 ROSENBERG STREET, GALVESTON, TX 77550 SUITE 201

PLEASE SUBMIT YOUR RESULTS FOR MIAB #1 BY OCTOBER 3, 2026 TO ENSURE TIMELY PROCESSING OF YOUR RESULTS.

If you have any questions about MIAB please reach out to the Galveston Comprehensive Plan Update Project Manager, Pete Milburn, at 409-797-3672 or pmilburn@galvestontx.gov