

Peer Exchange Tool Kit



CULTURE TENDING
COLLECTIVE

Peer Exchange Tool Kit

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About This Tool Kit

This Peer Exchange Tool Kit is the Culture Tending Collective's attempt to reveal the ways in which we tend to the culture of Peer Exchanges. It includes frameworks, questions, symbols, checklists, and instructions that can be used, adapted, and remixed for application with any group that seeks to gather as peers.

There are also components where your contribution / ideas / inquiries are necessary for the Tool Kit to be implemented. This Tool Kit is incomplete without you and the culture you bring to co-creating Peer Exchanges.

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It is our hope that this Tool Kit is a useful resource, especially in these times where trust seems tentative and finding a common ground upon which to gather seems tenuous. And please [JOIN OUR CULTURE TENDING COMMONS](#), where we will be sharing additional resources, announcing our own Peer Exchanges, and co-creating a community of Culture Tenders.

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Peer Exchanges Description

Peer Exchanges are a technology of gathering a group of people together to exchange information, ideas, questions, and beliefs around a specific topic towards generating mutual understanding and collective wisdom so as to unflatten perspectives, unearth roots, discover intersectionality, and cultivate interdependence.

In a Peer Exchange, there is no expert for everyone has expertise, and they offer their own expertise towards making collective meaning of subjects that are intentionally flattened by media, money, and power. The goal is to leave a Peer Exchange with a more complex understanding of both the topic and our peers, so we can engage with the world around us in more nuanced and compassionate ways that lead us towards our collective liberation from shame, punishment, domination, oppression, and tyranny.

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Peer Exchanges Outcomes

- Space and time to pause, dream, and be.
- Deeper conversations between peers that complicate / unflatten / challenge / change perspectives around a specific topic / subject / line of inquiry.
- A FREE Peer Exchange Resource Document that is published using a [Creative Commons Attribution 4.0 International license](#) via the [Culture Tending Commons](#) that includes:
 - A summary of the central themes, ideas,
 - A list of attendees names, who wish to be made public
 - A link to the Peer Exchange Guide & Slideshow

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- Links to any information / resources / knowledge exchanged that is available on the internet
- If applicable, a list of suggested follow up actions

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Before You Begin

Before you begin, there are a few things to consider that will aid you in a successful Peer Exchange. Answer the questions below to aid you in determining how best to approach your Peer Exchange.

- Peer Exchanges work best around a specific topic, reason for gathering, or line of inquiry.
 - What is your **purpose** in gathering peers together in exchange?
 - What is the **specific topic / reason / inquiry**?
 - What are **intersecting** topics / reasons / questions?
- Peer Exchanges can occur In Person (gathering peers of a particular locality) or Virtually (gathering peers from across multiple localities).
 - **Who** are you gathering?
 - Which **form of gathering** works best for them?
 - What **physical / technological needs** do you need to meet in order to gather your peers in the form you've selected?
- Peer Exchanges require at least two co-hosts to be co-created in a manner that facilitates conversation, and it is important that at least one co-host be a peer of the group(s) of people you are gathering.
 - Who is / are your **co-host(s)**?
 - How will you and your co-host(s) navigate co-creation? (See [Roles](#) for a list of responsibilities per co-host.)
 - How do you and your co-host want to handle **conundrums, conflicts, and contradictions**?
- Peer Exchanges work best with RSVPs / Registration; communication with registrants / peers facilitates people showing up.
 - What **platform** are you using for RSVPs / Registration?
 - Who is the main **administrator** for RSVPs / Registration?
 - Who is the main **copywriter** for RSVPs / Registration and email communications?

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- Peer Exchanges yield opportunities for collective meaning making, and summaries of them create a trail for others to follow.
 - How will you **record** the ideas, lessons, insights, questions, actions, and/or resources that emerge?
 - Who will **summarize** the notes after the Peer Exchange?
 - Where / how will you **publish / share / archive** the summary?

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Culture Tending

Culture Tending is both a concept and a set of emerging, adaptive practices (aka a Praxis) that aid individuals, groups, and organizations in reflecting upon their current culture, dreaming of ones they desire, and co-creating pathways towards cultures that foster mutual exchange, care, and support.

This guide is the application of Culture Tending to the form of Peer Exchange, which is rooted in peer-based / political / popular education.

To read more about Culture Tending, visit: www.culturetending.com.

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Solidarity Statement

We are committed to dismantling systems of oppression and supporting movements for self-determination.

We affirm the inherent worth and dignity of all individuals, centering principles of consent, autonomy, and agency while standing in solidarity with movements for land back, abolition, reparations, labor rights, bodily autonomy, and more.

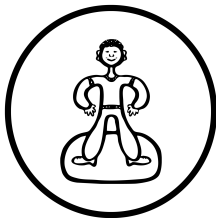
We believe that true liberation is a collective effort, requiring mutual care and the active co-creation of a just world.

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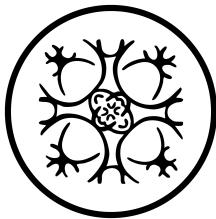
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Guides to Time & Space

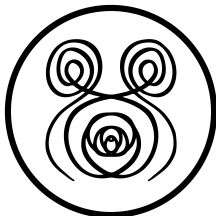
Our Guides to Time & Space are recommendations for how to tend to the culture of Peer Exchanges in ways where all can show up and contribute towards making collective meaning.



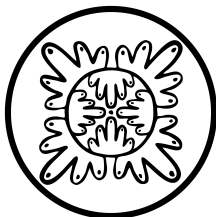
Show Up - The only requirement to participate is to show up & consent to Guides. We believe showing up is enough. We believe that if someone cannot consent to the Guides, then the space is not a match at that moment.



The "4 Cs" - We practice "The 4 C's" of relationships: Consent, Conversation, Care, & Change. We believe consent includes the ability to revoke it at any moment. We believe conversation is the way towards collective knowledge and wisdom. We believe we should tenderly care for the spaces we co-create. We believe more information, knowledge, and sharing offers opportunities to change beliefs. We believe The Four Cs are how we cultivate interdependence.

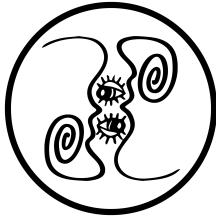


Speed of Collectivity - We move at the speed of collectivity. We believe it is important to check for understanding among a group before moving to another topic or making a decision. We believe trust is created through understanding and actions / decisions. We believe understanding and trust are the foundations of collectivity.



Contribute - All have something to contribute. We believe everyone has expertise rooted in their own experience and that their expertise and experience are valuable contributions to the group and to the unflattening of perspectives and the unearthing of roots.

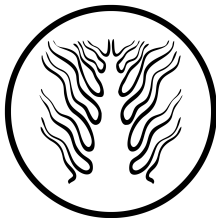
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Collective Understanding - Collective understanding & meaning is found in the space between. We believe discovering intersections requires us to make meaning of the space between our individual understandings, beliefs, and actions. We believe this is only possible when multiple understandings, beliefs, and actions are present.



Growing - Growing includes trying things out, getting it wrong, repairing behavior, & adapting course. We believe cultivating interdependence includes conversation and *action*. We believe actions inevitably lead to “mistakes,” “failures,” or “the unknown.” We believe facing our “mistakes,” “failures,” and “the unknown” is what leads to healthier growth.



Accessibility - Accessibility includes transparent conversation about needs & limitations & finding pathways towards more inclusion. We believe accessibility is more than simply ADA requirements. We believe the human-made “world” (physical / material, emotional / spiritual, political / economic) is designed to be inaccessible. We believe conversations about needs and limitations are crucial to abolishing this ableist world.

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Roles

There are differing roles depending on if the Peer Exchange is In Person or Virtual. Below are the specific roles and their responsibilities.

In Person

- **Host / Facilitator**

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- Embody the [Guides to Time & Space](#)
- Greet peers as they arrive
- Facilitates the Agenda and suggests adjustments based on emerging dynamics
- Checks for Consent, Understanding, Decisions, and Actions
- Makes edits to Agenda post Peer Exchange to ensure documentation is an accurate reflection of what took place
- Provides feedback on Notes
- **Host / Note Taker**
 - Embody the [Guides to Time & Space](#)
 - Greet peers as they arrive
 - Takes notes during the meeting
 - Records Decisions and Actions
 - Makes edits to Notes post Peer Exchange
 - Incorporates feedback from other hosts into Notes
 - Shares Final Notes with attendees & jason@queerlycomplex.com (for inclusion on www.culturetending.com website)
- **Host / Attendance** *(Note: This person could be either the Facilitator or Note Taker or the duties below could be split between them. It is preferred for it to be a third person.)*
 - Embody the [Guides to Time & Space](#)
 - Greet peers as they arrive
 - Handles *RSVPs and Attendance*
 - Sends Reminder Email to everyone who RSVPed
 - Sends Follow Up Email to everyone who attended
 - Provides feedback on Notes

Virtual

- **Host / Facilitator**
 - Embody the [Guides to Time & Space](#)
 - Greet peers as they arrive
 - Facilitates the Agenda and suggests adjustments based on emerging dynamics
 - Checks for Consent, Understanding, Decisions, and Actions
 - Makes edits to Agenda post Peer Exchange to ensure documentation is an accurate reflection of what took place
 - Provides feedback on Notes
- **Host / Note Taker**

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- Embody the [Guides to Time & Space](#)
- Greet peers as they arrive
- Takes notes during the meeting
- Records Decisions and Actions
- Makes edits to Notes post Peer Exchange
- Incorporates feedback from other hosts into Notes
- Shares Final Notes with attendees & jason@queerlycomplex.com (for inclusion on www.culturetending.com website)
- **Host / Virtual Pilot** (*Note: This person could be either the Facilitator or Note Taker or the duties below could be split between them. It is preferred for it to be a third person.*)
 - Embody the [Guides to Time & Space](#)
 - Host for Zoom
 - Runs all Zoom backend, including screen sharing permissions, muting, slideshows, polls, etc.
 - Greet peers as they arrive
 - Handles *RSVPs and Attendance*
 - Sends Reminder Email to everyone who RSVPed
 - Sends Follow Up Email to everyone who attended
 - Provides feedback on Notes

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Materials, Supplies, & Technology

Materials, supplies, and technologies vary depending on the activities facilitated during the Opening Circle, Inquiry & Sharing, and Closing Circle. Materials and supplies should be kept to a bare minimum to ensure maximum access to participation (e.g. blank paper, markers, pens, pencils, household items, etc).

Technology for Virtual Peer Exchanges should use Zoom or something Zoom like that allows for maximum controls by the Host, including the ability to record, (limit) screen sharing, muting participants, creating breakout rooms, and polls or surveys.

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Prep Checklist

There is different preparation depending on if the Peer Exchange is In Person or Virtual. Below are the specific Prep Checklists for each type of event.

In Person

- ☐ Arrive in the space about 45-60 minutes before the event.
- ☐ Arrange the seating as best as possible into a circle / concentric circles.
- ☐ Check sound. How will people be heard? How / can you play music?
- ☐ Set out food / refreshments, if applicable.
- ☐ Set up check-in / registration.
- ☐ Facilitate opening circle / grounding for / by Co-Hosts.
- ☐ Review agenda and roles.
- ☐ Play music, if applicable.
- ☐ Get ready to greet peers as they arrive.

Virtual

- ☐ Arrive in the space about 45-60 minutes before the event.
- ☐ Sound Check for all Speakers
- ☐ Assign Cohost to additional team members
- ☐ Test screen share for video
- ☐ Test Video sound
- ☐ Test computer sound
- ☐ Facilitate opening circle / grounding for / by Co-Hosts.
- ☐ Review agenda and roles.
- ☐ Take a 5-10 minute bio break.
- ☐ Play music
- ☐ Get ready to greet peers as they arrive

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The diagram is a circular spiral representing a process flow. The stages, starting from the center and moving outwards, are:

- CASUAL ARRIVAL
- EQUITY & GUIDES
- OPENING CIRCLE
- INQUIRY & SHARING
- SUMMARY & SURVEY
- CLOSING CIRCLE
- CASUAL DEPARTURE

Time markers are placed around the spiral:

- 10M (near CASUAL ARRIVAL)
- 5M (near EQUITY & GUIDES)
- 20M (near OPENING CIRCLE)
- 15M (near INQUIRY & SHARING)
- 10M (near SUMMARY & SURVEY)
- 20M (near CLOSING CIRCLE)

The diagram is titled "Time Flow" in orange at the top right and "Peer Exchange" in orange at the bottom left. The design is credited to "Queerly Complex" at the bottom right.

Each Peer Exchange is **180 minutes with 90 minutes of content.**

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Run of Show

TIME	ACTIVITY	Who	Notes
-1:00	Getting Ready • Arrive at the venue / in virtual space. • Ground as a Host Team. • Arrange space / test equipment. • Cultivate the energies you wish to be present / gather	All Hosts • Arrives • Contributes	In Person: • Check out the Prep Checklist - In Person. Virtual: • Check out the Prep Checklist - Virtual
0:00	Casual Arrival • Greet & check peers in as they arrive. • Invite peers to find a place and get comfortable. • Introduce peers to one another, as applicable.	Facilitator • Welcomes peers as they arrive Note Taker • Welcomes peers as they arrive Attendance • Welcomes peers as they arrive • Takes attendance as people arrive Zoom Pilot • Plays music	In Person: • This is also an opportunity for an interactive, casual activity. • Music sets an environment, and it communicates who belongs in a space. Choose it intentionally. Virtual: • Playing music in the background sets the tone for the whole Peer Exchange. Use it as an opportunity to communicate the energy you desire and who belongs. • Remind peers it is ok to be on or off camera. All forms of participation are welcome in this virtual space.
0:10	Equity Statement & Guides to Time & Space • Welcome everyone. • Read the Equity Statement aloud. • Review the Guides to Time & Space. • Check for understanding. • Check for agreement to the Guides.	Facilitator • Facilitates reading Equity Statement and Guides to Time & Space Note Taker • Nothing Attendance • Double checks attendance Zoom Pilot • Shares screen for slideshow.	In Person: • It can be helpful to have the Equity Statement and Guides to Time & Space printed out on a handout or on flipchart paper to make it more accessible for everyone. • Invite others to read the statement and guides. Virtual: • Use the Slideshow to review the Equity Statement and Guides to Time & Space. • Invite others to read the statement and guides.
0:20	Opening Circle	Facilitator	In Person:

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TIME	ACTIVITY	Who	Notes
	- This should be some sort of prompts or activity that invites peers to connect with themselves & each other. - Its form should have a relation to topic / subject / line of inquiry. - There should be some way peers call themselves into the room.	- Co-creates activity - Facilitate Opening Circle Note Taker - Co-creates activity - Take notes on each person's introduction (if applicable). Attendance - Co-creates activity Virtual Pilot - Co-creates activity - Shares screen, if needed. - Launches Breakout Rooms, if needed	- It can be helpful to have the Opening Circle prompts / activity instructions on a whiteboard, a flip chart, or a handout. Virtual: - It can be helpful to have the prompts / activity instructions on a slide. - Remember to invite peers to introduce themselves in the myriad ways it can be done virtually, including in Chat, on video, by voice only, via annotation, etc.. - Don't forget to save the chat to capture what gets shared.
0:40	<u>Main Inquiry & Sharing</u> - This is the main activity of the Peer Exchange, and it should explore in the simplest way possible the main topic / subject / line of inquiry. - It should be something that aids peers in introspection, sharing, and conversation. - Some tactics we use are: - Space for Dreaming - Free Writes - Open-ended questions - Breath work & movement - Visual mapping	Facilitator - Co-creates activity - Facilitate Activity Note Taker - Co-creates activity - Takes notes during sharing - Pays attention to emerging themes, ideas, questions, and resources Attendance - Participates in activity. Virtual Pilot - Shares screen, if needed. - Launches Breakout Rooms, if needed.	In Person: - It can be helpful to have key elements of your main inquiry or activity on a flip chart or a handout. - Remember to provide supplies for any activity that requires them. - Remember to pay attention to the methodologies of sharing. We have found that a structured Triad Sharing Model, gifted to us by Cierra-Jevae Gordon, works well for mid to large size groups. We have found for groups of eight or less, it is better for the whole group to share rather than break up into smaller pairings. Virtual: - It can be helpful to have key elements of your main inquiry or activity on a slide / slides. - Remember to pay attention to the methodologies of sharing. We have found that a structured Triad Sharing Model, gifted to us by Cierra-Jevae Gordon, works well for mid to large

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TIME	ACTIVITY	Who	Notes
			size groups. We have found for groups of eight or less, it is better for the whole group to share rather than break up into smaller pairings.
1:25	Summary & Survey - This is where collective understanding deepens through the Hosts bearing witness to the whole group. - The Hosts should pay specific attention to correctly capturing any resources, actions, or lingering questions shared. - Check for understanding before moving on. - Invite peers to submit a survey to aid in continuous improvement of Peer Exchanges and to offer additional reflections / resources for the notes.	Facilitator - Offers an initial summary of the conversation so far. OR holds space for groups to report back. - Names the specific resources, actions, or lingering questions shared. Note Taker - Takes note of Facilitator's Summary - Captures (for follow up) any resources shared that require adding in links or more details. Attendance - Offers additional perspective on summary after the Facilitator. - Reminds peers to fill out the survey. Virtual Pilot - Offers additional perspective on summary after the Facilitator. - Shares link to Survey in chat.	In Person: - It can be helpful to have a QR Code and a link to the survey printed out. - It can also be helpful to have a few surveys printed and pens, so peers can fill them out manually, if desired. Virtual: - It can be helpful to have a QR Code and a link to the survey on a slide.
1:35	Closing Circle - As Peer Exchanges open in a circle, they close in a circle. - This should be some short prompt / activity that	Facilitator - Co-creates prompt / activity. - Facilitates Closing Circle.	In Person: It can be helpful, but is not necessary, to have the Closing Circle prompts / instructions written out. Virtual:

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TIME	ACTIVITY	Who	Notes
	reconnects peers to the purpose of the Peer Exchange and offers a way to express (either individually or collectively) an insight / revelation / lingering question.	Note Taker - Co-creates prompt / activity. - Take notes on Closing Circle, if applicable. Attendance - Co-creates prompt / activity. - Participates in Closing Circle. Virtual Pilot - Co-creates prompt / activity. - Participates in Closing Circle.	It is preferred that the closing circle be done where all peers can see each other.
1:45	Casual Departure - Thank peers for attending. - Remind peers to complete the survey. - Follow up and make connections as needed.	Facilitator - Thank peers as they leave. Note Taker - Take a moment to refine notes. - Follow up with anyone you may need more info from. - Thank peers as they leave. Attendance - Remind peers about / collect surveys. - Thank peers as they leave. Virtual Pilot - Share survey link in chat. - Thank peers as they leave.	In Person: - Music at the end of the Peer Exchange solidifies the memory peers will have about it. Choose it intentionally, paying consideration to how you want peers to <i>feel</i> upon leaving the Peer Exchange. Virtual: - Music at the end of the Peer Exchange solidifies the memory peers will have about it. Choose it intentionally, paying consideration to how you want peers to <i>feel</i> upon leaving the Peer Exchange.

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Detailed Agenda

Getting Ready

Overview

Purpose: To ground the Host Team and prepare the space

Length: 40-60 minutes

Cultural Elements: Grounding Exercise, Room Set-Up

Context

It is important that your Host Team take a moment to pause, dream, and connect (with body, being, and each other) before peers even arrive. This collective act calls into the “room” the kind of energy you desire to cultivate.

Every space no matter its “resting state” can be made *more* welcoming. What you include within it communicates who belongs. For In Person exchanges, this means paying attention to things like music, refreshments, lighting, and seating arrangements. For Virtual exchanges, this means paying attention to things like music, framing of cameras, audio quality.

Culture Tending Questions

- What grounding exercise will you do as a Host Team?
- What music best communicates the culture of your Host Team and the mood / energies you seek to cultivate?
- How else can you “decorate” the space to communicate who belongs (e.g. food, art, placing chairs in a circle, flip chart paper, name tags, etc.)?

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Casual Arrival

Overview

Purpose: To set the mood of the Peer Exchange and aid peers in feeling like they belong

Length: Approximately 10 minutes

Cultural Elements: Music, Hospitality

Context

Casual Arrival sets the tone for the entire Peer Exchange. How you as a Host Team hold the space communicates who belongs, who you are, and what collectively is valued. As peers arrive, warmly greet them. Invite them to find their own way into the space and settle in just a bit. Offer them a beverage (In Person.) Remind them they can be on or off camera (Virtual.) Be gracious and generous.

Culture Tending Questions

- Where are each of the Hosts positioned within the space?
- How will each of you take up space in different ways to model diversity of being?
- What is the right balance between being friendly and being too friendly?

Equity Statement & Guides to Time & Space

Overview

Purpose: To establish a culture of equity and orient peers to way time and space will be held

Length: 5 to 10 minutes *Cultural Elements:* Consensus, Autonomy

Context

All Culture Tending Collective Peer Exchanges use the same [Equity Statement](#) and [Guides to Time & Space](#). It is our way of articulating the specificity of the culture we are tending and what values we hold. As stated in the Tao Te Ching, "Naming is the origin of all things."

Two values we hold are consent and autonomy. We believe that peers have the right to choose whether or not they wish to be a part of Peer Exchanges. We also believe that we have a responsibility to hold a space / tend to a culture that ensures our Black, Indigenous, immigrant, queer, trans, disabled, non-binary, and poor peers feel safe enough to participate.

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To aid us in addressing the tensions / contradictions that may arise between individual rights and collective responsibilities, we read aloud the Equity Statement at the beginning of all Peer Exchanges. We give a moment for peers to digest the statement.

We then read aloud and check for consensus from the group for each of our Guides to Time & Space. We use a "Thumbs Up," "Thumbs to the Side," or "Thumbs Down" model to ensure as much access as possible.

There are TWO ROUNDS to Checking for Consensus. The FIRST is to check for UNDERSTANDING. The purpose of this round is to ensure that everyone understands the language being used and to clarify any questions peers may have regarding definitions, ideas, or concepts. Our recommendation is to CHECK FOR UNDERSTANDING FOR **EACH** GUIDE.

Thumbs in this round mean:

- Thumbs up - I understand
- Thumb to the side - I am unclear, and do not need clarity.
- Thumbs down - I do not understand, and I want to discuss.

Before we move on to the second round, everyone must give a "Thumbs Up" or "Thumbs to the Side."

The SECOND is to check for CONSENSUS. The purpose of this round is to ensure that the group AGREES with the Guides. We know that not everyone may believe in our Guides to Time & Space. We also know that as a group we need consensus around the culture we are tending. Checking for CONSENSUS allows us to better understand who is in the room, and how we can best move forward towards our collective liberation. Our recommendation is to CHECK FOR CONSENSUS FOR **ALL** GUIDES.

Thumbs in this round mean:

- Thumbs up - I agree to the Guides.
- Thumbs to the side - I hesitantly will go along with the Guides.
- Thumbs down - I DO NOT agree to the Guides.

If anyone gives a "Thumbs Down," a conversation should be had about which Guide there is disagreement / questions / contradictions. If a resolution cannot be made that moves an individual to either a "Thumbs to the Side" or "Thumbs Up," it is our

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recommendation that that individual politely be asked to leave as the collective space is not a match for the individual at this moment.

Culture Tending Questions

- How do you personally feel about, handle, or approach disagreement / contradiction / conflict?
- What concerns do you have about collectively holding space for the resolution of disagreement / contradiction / conflict in a Peer Exchange?
- What cues might you use to indicate to one another you as a Host Team want to check in before moving forward?

Opening Circle

Overview

Purpose: To facilitate peers grounding their beings in space-time and introducing themselves to their peers.

Length: 20 minutes

Cultural Elements: Activity, Circle

Context

Each Peer Exchange is unique, requiring a different approach to Opening Circles. The goal of them is to co-create an activity that introduces the main topic / subject / line of inquiry in a manner that orients all gathered as peers through introspection. This can look like everyone introducing themselves with a specific prompt, time for a Free Write, or even a somatics exercise.

One thing that should be done in Opening Circles is to find a way for all gathered to name themselves. This could be people turning to their neighbor. Or triads. Or a quick name and pronoun sharing. Or in chat / with name tags.

If you would like ideas for Opening Circle activities, please [SUBSCRIBE to CULTURE TENDING COMMONS](#). We will be sharing short activities and inviting fellow Culture Tenders to share their own.

Culture Tending Questions

- What activities / tactics / exercises do you know that facilitate introspection and/or introductions?
- How can you adapt your activity / tactic / exercise to your topic / subject / line of inquiry?

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- How can you make instructions / prompts simpler?
- How will you make sure everyone has an opportunity to introduce them / him / herself?

Main Inquiry & Sharing

Overview

Purpose: To explore a specific topic / subject / line of inquiry and begin to generate collective understanding / meaning / wisdom.

Length: 45 minutes

Cultural Elements: Arts-based Inquiry, Sharing

Context

This is the most adaptive and specific component of Peer Exchanges. It can take a variety of forms, but it has two main components: INQUIRY and SHARING.

The INQUIRY component is focused on getting peers to explore the specific topic / subject / line of inquiry in some sort of art-based way. This can look like Space for Applied Dreaming, a collaging exercise visualizing the subject, questions and a mad lib that helps synthesize the topic, theater games that get peers embodying the line of inquiry. Ten to 20 minutes should be set aside for INQUIRY.

The SHARING component is focused on getting peers talking to one another. Depending on the size of the group this can be done in triads, small groups, or the large group. It is incredibly helpful to introduce a FORM FOR SHARING, so all peers can participate in ways where all take up equitable space.

For Peer Exchanges, we encourage collecting ideas, questions, tactics, practices, and resources (e.g. books, websites, videos, people, movements, etc.). We believe cultivating collective knowledge includes documentation that can be shared with others. Consider how you best want to capture this documentation. It does not need to be a "document" or outline. It could be a set of pictures, a whiteboard, or something else entirely.

If you would like specific arts-based INQUIRY activities or tactics for SHARING, please SUBSCRIBE to [CULTURE TENDING COMMONS](#). We will be sharing arts-based concepts, specific activities, tactics for sharing, and documentation from Peer Exchanges. We will also be inviting fellow Culture Tenders to share their own.

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Culture Tending Questions

- What kinds of participatory, art-making (think visual, performing, culinary, media, writing, journaling, movement, music, etc.) activities have you participated in / facilitated that were fun and engaging?
- What do you like and what do you not like about sharing your ideas / beliefs / experiences with others?
- How will you document / capture / synthesize the collective understanding / meaning / wisdom of your peers?

Summary & Survey

Overview

Purpose: To refine / clarify / deepen collective understanding / meaning / wisdom and to gather feedback from peers about the exchange.

Length: 10 minutes

Cultural Elements: Summaries, Survey

Context

Peer Exchanges are meant to be single events, even when presented as a series. The goal is not to come to a consensus about the topic / subject / line of inquiry. Instead, it is to unflatten perspectives and offer ways for peers to dig deeper, learn more, and engage in further inquiry, introspection, and conversation.

We believe that summarizing the conversation and documenting that summary provides vital record-keeping for peers to revisit the topic / subject / line of inquiry and deepen their own understanding, meaning, and wisdom. It is helpful if the summary, when possible, includes links or identifying information that makes discovery of additional resources easier.

Summarizing can be done by the Host / Facilitator. It can also be done by having small groups share out. If the latter, you may need more than ten minutes. You can expand this section to about 20 minutes and leave only ten minutes for casual departure as it is important to give space for the collective meaning making of the conversation.

One way to collect information for both continuous improvement and resource sharing is through a survey. Surveys should be simple, anonymous (if desired), and take less than five minutes to complete. For In Person gatherings, it can be helpful to have a few surveys printed out.

Peer Exchange Tool Kit

If you would like specific survey questions and templates, please **SUBSCRIBE** to [CULTURE TENDING COMMONS](#).

Culture Tending Questions

- How do you want to approach collective meaning making / summarizing?
- What questions will help you make improvements to how you co-create Peer Exchanges in the future?
- How do you want to collect information from your peers?

Closing Circle

Overview

Purpose: To facilitate a final moment of introspection and affirm collective contributions

Length: 10 minutes

Cultural Elements: Activity, Circle

Context

Just as Peer Exchanges open in circle, they close in circle. The purpose is to mark a transition from this particular formation of relationships back into the “everyday” world. It offers a pause for final reflection and an opportunity for collective connection.

One tactic we use when time may be running short is to offer a prompt. We give peers a moment to think of their response. We suggest they narrow their response to one word. Then, we invite them to share their one word response simultaneously after counting down 3-2-1. For Virtual gatherings, we ask people to unmute themselves and affirm that the exercise is awkward (and that’s the point.)

For more Closing Circle activities or prompts, please SUBSCRIBE to [CULTURE TENDING COMMONS](#).

Culture Tending Questions

- What feeling do you want people to leave the Peer Exchange with?
- What activities facilitate expressing or feeling that feeling?
- How will you modify it if you have more time? Less time?

Peer Exchange Tool Kit

Casual Departure

Overview

Purpose: To leave peers with a feeling of spaciousness and to give space for emerging questions and connections.

Length: 10-20 minutes

Cultural Elements: Music,

Context

Casual Departure offers an opportunity for peers to ask follow up questions or make connections with other peers. Its informality is its power, and it should not be rushed. In this particular formation, we have allocated 20 minutes to Casual Departure, but that can be extended, if desired to any length. (We still believe about 90 minutes of content is best.)

Culture Tending Questions

- How will you make your being present and available for follow up conversations?
- What music will you play as people depart?
- How much additional time might you be able to give to departure if people are lingering?

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Follow Up Checklist

- ☐ Debrief as a Host Team, making note of what worked, what could be adapted, and what can be discarded.
- ☐ Review Final Peer Exchange Resource Document, including:
 - ☐ How to include survey responses
 - ☐ Due date for Draft Resource Document
 - ☐ Due date for FINAL Resource Document
 - ☐ Due date for SHARING Resource Document (with peers and with Culture Tending Collective - jason@queerlycomplex.com.)
- ☐ Send Follow Up Email to Peers within 48 hours thanking them for participation and reminding them about survey, if applicable
- ☐ Publish Final Peer Exchange Resource Document

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- ☐ Send Final Peer Exchange Resource Document with peers
- ☐ Share Final Peer Exchange Resource Document with Culture Tending Collective - jason@queerlycomplex.com

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About the Culture Tending Collective

[CULTURE TENDING COLLECTIVE & COMMONS](#)

[CRYSTAL MASON](#)

Crystal Mason (one half of [Tree of Change](#)) is a dedicated activist, artist, cultural worker, mediator, and consultant committed to fostering spaces for envisioning and realizing a more just and equitable world. With over three decades of experience, Crystal's work traverses the intersections of race, gender, class, ability, sexuality, art, and culture. With a wealth of experience and a steadfast commitment to equity and justice, Crystal Mason continues to inspire and empower through their multifaceted activism, artistry, & advocacy.

[VANESSA RODRIGUEZ MINERO](#)

Vanessa Rodriguez Minero is responsible for coordinating the [AllThrive Education](#) team and developing a healthy work culture. Prior to AllThrive Education they worked in city government as a constituent liaison, led recruitment efforts for a national storytelling campaign on TPS and DACA, and supported grants processing at a philanthropy. They studied government and Mexican American Studies at UT Austin and learned about community care and vulnerable strength from their time as an undocumented youth organizer. They believe that the tools and strategies for collective liberation already exist: in the hearts, wisdom, care, & imagination of BIPOC communities.

[WENDY MARTINEZ-MORROQUIN](#)

In 2018, Wendy Martinez Morroquin co-founded AllThrive Education in direct response to first-hand discrimination and violence she experienced as an unaccompanied, undocumented immigrant, and in gratitude of the healing and support she received from community organizations. Wendy has 7+ years of experience facilitating empathic learning spaces that enable courageous self-inquiry and holistic growth. She has trained hundreds of city employees, educators, and

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prospective adoptive parents in equity, inclusion, implicit bias, and cross-cultural relationship and trust building. Wendy holds a degree in Peace and Conflict Studies from the University of California Berkeley, a certificate in teaching Yoga Therapeutics, & is a trained Restorative Justice practitioner.

JASON WYMAN / QUEERLY COMPLEX

Jason Wyman, also known as Queerly Complex (and one half of [Tree of Change](#) and a consultant with [AllThrive Education](#)), was born upon the Land of 10,000 Lakes on what E is coming to know as Turtle Island, who has settled on Yelamu, which is also called San Francisco. Jason's name means healer, or so he's been told since a young child, and they did not believe it until Eir father, Michael (Mike) James Wyman, and him mended their selves and one another as Mike died of mantle cell non-Hodgkin's lymphoma across a screen and a country over all of 2020. What E has come to understand as the significance of his name is that healer does not mean healed or (even) healing. Rather, it is a positionality within the cosmos that allows one's self to change & be changed by all that unfolds.

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