

Meeting Design: Presumpscot Watershed Land Conservation Vision, Values & Priorities

The Details:

1st Stakeholders Meeting

Date: June 30, 2010

Time: 3-6 PM,

Location: Room 102 - Wishcamper Center

Meeting Objectives

- Stakeholders understand their interconnectedness and how it relates to the Presumpscot Watershed.
- Stakeholders understand the process and value of working collaboratively on this project.
- Stakeholders understand project goals.
- Gather initial input on land conservation visions and values for the Presumpscot Watershed to inform information gathering between meetings and to begin to move toward a shared vision and shared values

Charts to Make:

Cover Page, Meeting Objectives -Agenda -Parking Lot, 3 Requests,
Handouts: Agenda, Map of Stakeholders, Map of Watershed,

Equipment:

- Easel & paper (5)
- markers, tape
- Name Tags – list of participants
- Remote for projector
- Gong
- Maps of Watershed – Small Group/Large Group

Design/Schedule

Clock	Topic	Notes, Roles Equipment
	Arrival and SETUP	
2:00-3:00	<ul style="list-style-type: none"> • Parking & Signage to Room – Matt • Registration Table: Molly & Brooks <ul style="list-style-type: none"> ○ Agenda, List of Attendees, Map, Assign to sub groups • Name Tags; printed and a few blanks • Maps – Steven and Matt to communicate • Participant Agenda – ICL 	Maps 11 x17 each person Large one for front of room
3:00-3:30	Introductions & Meeting Start Up (30 - total)	Will/Paul
	<ul style="list-style-type: none"> • Welcome – Will • <i>(including acknowledging funders – EFN & CBEP)</i> • Introductions – Paul <ul style="list-style-type: none"> ○ Name, Organization, Your stake in the watershed? 	List of Participants = 29 <i>3 Requests . . . FC</i> <ul style="list-style-type: none"> • Fully engage with colleagues and partners • Share the air time with others • E-gadgets off /vibrate please
3:30 – 3:45	Project Overview (15)	Will
	<ul style="list-style-type: none"> • The Presumpscot Watershed today <i>(most threatened in the Northeast)</i> • PRWC & Presumpscot River Management Plan • Goal and hopes for this Project • Quality of Place initiative and funding 	Map of Watershed

3:45-3:55	Project Process & Collaborative Model (10)	Paul
Visual chart	<ul style="list-style-type: none"> • Stakeholder definition – choice of this group in the room • Introduce steering committee – all stand • How stakeholders will be working together – show model • Composition and role of Steering Committee • Public Input • Professional Assistance – ICL & CCGIS • Decision Processes 	Slide of Stakeholders – M-Map Slide of Collaborative Model Stakeholder chart Definition
3:55-4:00	Instructions to Break-Out Groups	
	<p>See Facilitators Guide</p> <p>5 Groups of 6 people Facilitator Role Secondary Facilitation 3 groups remain in the large room 3 groups spread around 1st floor rooms; Matt to check availability Paul meet with Facilitators for 2 minutes to respond to Questions</p>	Equipment Needed: Easel and chart paper (5 groups) Markers: blue,red,black Tape Dots for multi-voting
4:00-5:20	Small Group Work (80)	
	Paul & Paul rotate between groups, listens and provides help as needed. Check on the timing of each group and adjusts schedule accordingly	
5:20-5:40	Report of Findings (20)	
	Each group makes up a summary flip chart page that includes the top item from each question provided in the facilitator guide. Plus, they add one recommendation for how the steering committee can deepen the engagement process with stakeholders. 1 person from each group shares output to the larger group	

5:40 – 5:55	Next Steps & Thank You (10)	Will/Paul
5:55-6:00	Meeting Evaluation Form ~Conclude~	