Thank you.

Thank you for hosting a Minnesota Statewide Historic Preservation Plan meeting in a box. While the Minnesota State Historic Preservation Office leads the statewide plan update effort, the process is dependent on input from people like you.

Your input today will help identify issues about historic preservation that may need to be addressed within the updated plan. Moreover, your voice will inform the Statewide vision for the future of preservation in Minnesota—along with planning goals and objectives—so that preservation challenges can be met and overcome at the community and state level.

We encourage you to stay involved in the plan by visiting the MNPreservationPlan_2030 webpage and comment on the future draft.

Sincerely,

MNSHPO Statewide Historic Preservation Planning Team
Minnesota State Historic Preservation Office
1. Online Welcome Message
   Welcome from Alice Roberts-Davis, Department of Administration
   Commissioner & State Historic Preservation Officer

   Presentation on what is a Statewide Historic Preservation Plan.

2. Agenda, Set-up, Step-by-step Guide & Instructions

3. Participant Worksheets

4. Meeting Host Feedback

getting started...

Agenda. (35-90min)
1. Welcome and Introductions (5-10 min)
2. Warm up activity (5-10 min)
3. Three engagement exercises (20-60 min)
4. Meeting wrap-up (5-10 min)

Set-up.
1. Invite
   The meeting in a box is designed so that you can host a separate meeting or incorporate the meeting exercises into a usual meeting of your commission, organization, or group.

3. Set Up
   Select a location where all participants can comfortably sit in a circle or around a table. Have enough pens, copies of paper, and other materials available.

4. Facilitate & Encourage
   As the “host” of this discussion, your role is to ensure that:
   - There are enough copies (make new copies as needed)
   - Host worksheet is completed during the meeting
   - Everyone has a chance to say something
   - No one dominates the conversation
   - The discussion stays on topic
   - Someone is taking notes on the conversation so that the workbook can be completed, and
   - The group can summarize their top ideas for each question.

These meetings are designed to encourage active group conversations. If you are hosting a large meeting, we suggest you break into smaller groups of 10-15 persons and ask for a note taker/recorder and facilitator for each group. Breaking into small groups is not required, but it means people can join more fully in the conversation.

As the meeting host, you are also a participant and should share your opinions as an equal member of the discussion.

To help, this workbook will guide you through the agenda, the warm up question, and three rounds of discussion.

If your group has limited time together, the length of this meeting can be adjusted by eliminating questions.

5. Return
   - All worksheets and notes.
   - Label your package with host name and contact information, organization (if applicable), meeting date.
   - Be sure to return your meeting results no later than February 15, 2020, so that your meeting results and feedback can inform the Draft Minnesota Statewide Historic Preservation Plan.
step-by-step guide...

1. Welcome and Introductions (5-10 min)
   - Pass around the sign-in sheet
   - If you have the technology capabilities in your facilities, play the online video welcome message and narrated presentation to get started: [https://mn.gov/admin/shpo/planning/statewide-plan-new/](https://mn.gov/admin/shpo/planning/statewide-plan-new/)

   **Tips:** If you do not have access to technology, send the link to your attendees prior to the meeting.

   - If you do not have technology capabilities, pass-out the enclosed information presentation and allow time for review

2. EXERCISE TASK Warm-up (5-10 min)
   **Individual / Group warm up.**
   Start by asking attendees to answer one of the following questions:
   - What is one Minnesota place, location, or site that you want preserved in order to pass on to the next generation?
   - Why do you want to get involved in the Statewide Historic Preservation Plan?
   - What is your favorite historic site?

3. EXERCISE TASK #1 (20 min)
   **Explanation:** “As a group, we will complete an exercise that will rank the things our group sees as the biggest threats to historic preservation.”
   **How to:** Conduct voting through a show of hands for each option. Alternatively, allow the group to go to the list and mark their choices or use a sticky dot or check mark for each viable option.
   - Participants can vote for up to three options.
   - Identify the top three threats for further discussion.
   - Circle them and let the group know the results.

   **NEXT, Deep Dive:**
   - Ask people to divide up in *groups of four* to decide which one of the top three they want to discuss.
   - Now, ask everyone to discuss, “What could be done to address these threats?”
   - Discussions should last about five to ten minutes before bringing the groups back together to discuss the issue as a large group.

Tips for a successful meeting

1. **Engage the Full Group**
   Don’t let one or two participants dominate the discussion. You can change the group dynamics easily: Avoid eye contact with more vocal members and engage more reserved group members by asking questions like, “What do you think about that?”

2. **Stay Focused on the Question**
   Maintain gentle control of the conversation and meeting. If group members wander off the topic, remind them of the question/activity at-hand to get the group back on course.

3. **Open-Ended Statements**
   Some participants may be reluctant to share their ideas. But there are no “correct” answers, just different ideas. Encourage them to continue by asking questions such as, “Can you tell us what you mean by that?” or “What leads you to that conclusion?”

4. **Be comfortable with silence**
   Being the host/facilitator doesn’t mean you have to always talk. Your role is to encourage members to express their views and walk the group through the exercises. Group members may be slow to share their opinions, but trust your participants. People learn best when engaged in active thinking, rather than passively listening to a presentation.

5. **Non-exercise questions**
   Allow the group to try to answer the question and if the question isn’t answered, offer: “Let’s talk about that at the end of our session.” Or “We’ll contact MNSHPO to see if they have the answer.”
4. EXERCISE TASK #2 (20 min)
Explanation: “As a large group, we will rank the reasons listed on our worksheets that illustrate why historic preservation is important”

How to: Conduct voting through a show of hands for each option. Alternatively, allow the group to go to the list and mark their choices or use a sticky dot for each viable option. Participants can vote for up to three options. Identify the top three reasons for further discussion. Circle them and let the group know the results.

NEXT, Deep Dive:
Ask the participants to pair up to focus on one or all three of the reasons why historic preservation is important. Ask them to discuss:
• “Which one of the three reasons most resonates with them
• How the importance of historic preservation in the State of Minnesota could be better promoted.”

5. EXERCISE TASK #3 (20 min)
Personal reflection followed by open discussion.
• Ask all participants to take 3-5 minutes to reflect and write on the question, “How could a statewide preservation plan assist you personally, your organization, or your local government?”
• Reconvene the larger group. Ask people to share their reflections and thoughts.

6. FINAL CONCLUSIONS (5-10 min)
Meeting wrap-up
• Ask everyone to describe in one or two words how the Meeting in a Box experience worked for them this evening.
• Collect Worksheets and group discussion notes
• Thank your participants for helping inform the Statewide Historic Preservation Plan and encourage them to stay connected to the process by visiting https://mn.gov/admin/shpo/planning/
• Complete the meeting host feedback questionnaire
• Label your package with host name and contact information, organization (if applicable), meeting date.
• Be sure to return your meeting results no later than February 15, 2020, so that your meeting results and feedback can inform the Draft Minnesota Statewide Historic Preservation Plan.

RETURN BY 2-15-2020

Be sure to return your meeting results no later than February 15, 2020, so that your meeting results and feedback can inform the Draft Minnesota Statewide Historic Preservation Plan.

Email to:
Email a scanned copy of your meeting notes, worksheets, and feedback to catherine.sandlund@state.mn.us

OR

Mail to:
State Historic Preservation Office
203 Administration Building
50 Sherburne Avenue
Saint Paul, MN 55155