

November 14, 2019

Dear Preservation Partner,

I'm writing to ask for your help with our outreach efforts regarding the Statewide Historic Preservation Plan. I would like you to devote part of or an entire upcoming Heritage Preservation Commission meeting to host a Meeting in a Box in order to gather information that will inform the new Preservation Plan.

### What is a Meeting in a Box?

A Meeting in a Box is a small group gathering to generate conversation and solicit feedback on the Preservation Plan for Minnesota. The purpose is to raise awareness of the Statewide Historic Preservation Plan process and allow commissioners to share their thoughts and experiences that will help direct the vision and future of preservation in Minnesota. Input received from these meetings will be used to refine the preliminary goals, and to help develop policies to support the goals of the Plan. A Meeting in a Box will help frame your discussion during your HPC meeting.

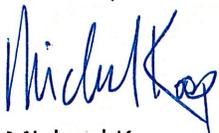
Included in this mailing are supporting materials for hosting a Meeting in a Box. Your role as a host is to facilitate a group discussion on the selected topics and record the group responses. The length of the meeting is flexible and can be set up to take between 35-90 minutes, depending on how many questions the group decides to respond to. Once you've got your materials in hand, follow the guidelines to get started!

The deadline to return your meeting results is **February 15, 2020**, so please be sure to have your Meeting in a Box before that date.

Please contact me at 651.201.3291 or [michael.koop@state.mn.us](mailto:michael.koop@state.mn.us) if you have any questions.

Thank you very much for your assistance with obtaining input for the Statewide Historic Preservation Plan.

Sincerely,



Michael Koop  
State Historic Preservation Office