Meeting in a box
host guidebook
Statewide Historic Preservation Plan

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

DEPARTMENT OF ADMINISTRATION
STATE HISTORIC PRESERVATION OFFICE

contents...

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

3. 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 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.

Participant Worksheets...

Welcome & thank you!

Thank you for participating in 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.

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MNSHPO Statewide Historic Preservation Planning Team
Minnesota State Historic Preservation Office

Warm-up

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?

_____
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_____
_____
_____
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_____

Why do you want to get involved in the Statewide Historic Preservation Plan?

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_____

What is your favorite historic site?

_____
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_____

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Participant Worksheets...

EXERCISE TASK #1

As a group, you will complete an exercise to rank the things your group sees as the biggest threats to historic preservation.

Step 1: Review the list below and circle your top three things you see as threats to historic preservation. *Be ready to share your votes with the large group to inform the top three popular votes.*

1. Public does not value historic preservation highly
2. Lack of understanding of existing and potential resources
3. Low lawmaker interest in historic preservation
4. Economy
5. Too much emphasis on development
6. In-and-out migration of rural communities
7. Too many other priorities
8. Shifts in the state's racial and ethnic makeup
9. Not enough people do preservation work
10. Underrepresentation of certain groups or cultures
11. Perception that new is better than old
12. Safety concerns (code issues, school safety, active shooter situations, etc.)
13. Natural disasters or climate change
14. Site vulnerability
15. Housing needs, including affordability
16. Gentrification and displacement
17. Public infrastructure changes and needs
18. Changes in worship, recreation, transportation, and other cultural norms
19. Other _____

_____

STEP 2: Deep Dive

After the larger group has identified the top three popular reasons, divide up into groups of four to decide which **one** of the top three you would like to discuss in-depth.

Ask your group:

Which reason will we discuss: #_____

"What could be done to address these threats?"

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Disscussions should last about five to ten minutes before sharing your small group thoughts with all.

Participant Worksheets...

EXERCISE TASK #2

Step 1: As a large group, rank the reasons listed below that illustrate why historic preservation is important:

Rank

___ Allows for community focused public spaces (Placemaking)

___ Economic vitality

___ Ensuring future generations have access to historical resources

___ Good urban design

___ The ability for individuals to learn about Minnesota's history

___ The ability to conduct historical research

___ The ability to teach others about Minnesota's history

___ The preservation of cultural identity/ heritage

___ The preservation of sacred places or space

___ Other

STEP 2: Deep Dive

After the larger group has identified the top three popular reasons, divide up into groups of **two** and discuss:

"Which one of the three reasons most resonates with you"

"How can the importance of historic preservation in the State of Minnesota be better promoted."

Participant Worksheets...

EXERCISE TASK #3

Personal reflection followed by open discussion.

Step 1: 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?"

Please return all your completed worksheets to the meeting host.

Thank you.

Meeting Host Feedback Questionnaire.

The responses that are collected will be used to improve future meeting in a box opportunities

1. How helpful were the meeting materials?

☐ Not helpful ☐ Moderately Helpful ☐ Very Helpful

Comments: _____

2. How satisfied are you with the overall meeting experience?

☐ Very Satisfied
☐ Moderately Satisfied
☐ Neutral
☐ Unsatisfied
☐ Very Unsatisfied

Comments: _____

3. Would you host another meeting-in-a-box?

☐ No ☐ Maybe ☐ Yes

Comments: _____

4. How can we make it easier to host future meetings?

5. What were your favorite experiences or moments?

6. Do you have any other suggestions or feedback you would like to share?

Thank you for taking the Engagement Survey!

Meeting Host Evaluation...

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Meeting Host Worksheet (can be completed by the note-taker)

1. Welcome & Warm up

- ☐ Passed around the sign-in sheet
- ☐ Play video or pass out plan information sheet
- ☐ Ask exercise task warm-up question

3. EXERCISE TASK #1

- ☐ Top three threats (list numbers):
  # _____, #_____, #_____

- ☐ Started Deep-dive

3. EXERCISE TASK #2

- ☐ Top three reasons (list numbers):
  # _____, #_____, #_____

- ☐ Started Deep-dive

3. EXERCISE TASK #3

- ☐ Summarize below what you heard from the group:

Meeting Host Worksheet...

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Participant Sign-In...

	Name	Email
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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/

TIP: 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.

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STATE HISTORIC PRESERVATION OFFICE

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