

Presumpscot River Watershed Coalition/PRWC LC Steering Committee Meeting

Minutes

Thursday May 27, 2010 3:00 – 5:00 pm

Work Session on Land Conservation Vision, Values and Priorities Project

Attendance: Will Plumley, Diane Gould, Merrie Cartwright, Rebecca Schaffner-Tousignant, Matt Craig (recorder), Steven Engle, Paul Mentag, Molly Casto, Brooks More.

Introductions & review agenda

- Will convened the meeting and introduced the project and the steering committee for this working meeting.
- First stakeholder meeting is scheduled for June 30th.

Invitations and outreach to the June 30 Stakeholders Meeting

- Molly circulates a form to accompany the invitations so that each organization can be consolidated into a booklet to help cultivate the collaboration.
- Decision was made to leave the invitation open to multiple representatives from a single organization or town.
- Discussion about whether to deliver the group summary booklet prior to the SH meeting. General agreement to get the
- Next Steps:
 - Draft invitation (Brooks, Molly and Paul will draft the invitation.)
 - Mail or email invitations – Will will email the invitation from our web page email address (info@presumpscotcoalition.org)
 - Contact list – addresses, etc. (Matt will develop contact list the first week of June and distribute it the group. Need to determine who is the best person to contact.)
 - Invitations need to be sent by June 10th; RS proposes an RSVP for 6/24th
 - We will all take ownership in following up to corral people to the event

Meeting Logistics

- Location criteria
 - Warren library, Westbrook; USM-Gorham ... do they have new buildings. Matt will look at USM Gorham buildings first week of June
 - Assume there will be at least two people per group... let's assume 50 total
 - Knowing where the SH are on a map... a central location. Try not to be Portland-centric.
 - How much space do we need
 - If we're serving food, do we need a kitchen
 - Etc.
- Time of meeting
 - Discussion: Is 4:00 – 8:00 a good time for targeted audience.

- Avoid the evenings? Town officials may avoid the evenings. But planning board members may attend. Etc.
 - SE believes this time is a good compromise
 - Molly – they’ve had luck having a meeting over lunch. Works better for paid staff
 - Comments... 8:00 looks late... maybe change to 3:30 – 7:30; if you eliminate the meal it might be more efficient; 3 – 6 might get better turnout.
 - General feeling is that the meeting will be three hours.
- Will – note date change on SH meeting agenda to Wednesday June 30th
- Matt will deal with food, if it’s at USM
- Meeting tools... flip charts, etc. Someone needs to be keeping track of this
 - Since Paul and Will are presenting, they will be in charge of getting materials together for the meeting stuff.
- Discussion about what happens after the first SH meeting. Paul proposes that we give attendees a straw model of the longer process to respond to at the end of the SH meeting.

Meeting Maps and Materials

- Stephen – will create a map of the watershed, possibly mail it out with the invitation, and have copies of the map available at the meeting. Purpose of the map is just to ground people. Doesn’t see the need for a set of maps at this point in the process.

Final Agenda & roles

- Decision made that Paul, Will and Steven will tie up the final agenda
- Roles
 - Will – opens and convenes the meeting; welcomes; intro Paul
 - Paul - facilitating introductions of attendees
 - Will - project overview
 - Paul – project process & collaborative model; provide overview of breakout group
 - Paul will oversee breakout groups... wander around...
 - Paul will facilitate report out from breakout groups
 - Overview of Next steps ? Will?
 - Close the meeting...closing remarks Will
 - Feedback/evaluation form – Paul will orchestrate

Breakout session facilitators

- Ideally, groups should be an even number
- Groups 5 -6 max. Up to 10 groups
- Options:
 - ICL has about 600 alums. With enough notice, they can drum up enough people to assist.
 - Another way would be to find facilitators give a script, short training, etc.
 - Muskie students serving as facilitators

- Group facilitates itself
- Will, Paul and Stephen will work out the details around breakout groups. They will discuss maps and how they might be used in the breakout groups.

Next Steps

- Assignments:
 - Invitation – Brooks and Molly draft invitation
 - Cover letter (email) – Will
 - Contact info – Matt (will circulate for feedback)
 - RSVP – Matt
 - Send email – Will
 - Find/secure location – Matt and Paul
 - Food – hors devours - USM can cater anywhere, most likely (Aramark)
 - Materials for meeting stuff – Paul
 - Facilitators – Paul and Rebecca will figure this out
 - Stephen – watershed map
- Need to figure out a communication strategy immediately after the “what if”
- Next meeting – Thursday June 17th 3:00 – 5:00

+/delta exercise

- Plus
 - Nice opening to frame the purpose by Will
 - We got through the entire agenda
 - Good facilitation
 - Professional assistance was all in the room for the first time (Steven, Paul, Rebecca)
 - Great for PRWC members to learn about the project and see that it’s in good hands.
 - Will feels at home at GPCOG
 - Stephen was impressed with how respectful the group was of each other and the agenda. Praiseworthy.
- Delta
 - Coffee to supplement the cookies and stave off the back side of the sugar crash
 - Room was larger than needed... could have used the smaller room