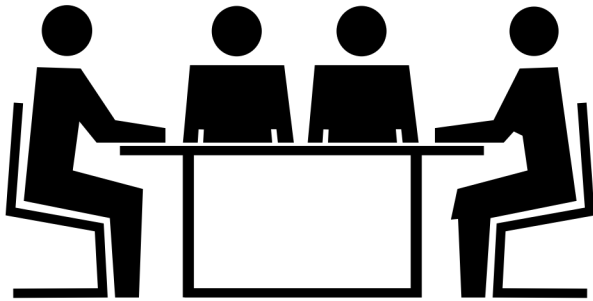


How to Hold the Perfect Kitchen Conversation Meeting During the Pandemic

WALPOLE MASTER PLAN





Important points for meeting hosts

- Plan for and conduct the meeting with COVID-19 in mind.
- Invite people you know and people you're comfortable contacting even though you don't know them as well.
- Aim for 10-15 participants per meeting, but smaller groups are fine.
- Aim for a mix of participants. The goal is to hear from residents with a wide variety of experiences and opinions. The beauty of a "kitchen conversation" meeting is that you, the host, do not need to seek consensus from your guests.
- Make the meeting comfortable and welcoming for everyone.
- Everyone should have fun – especially you!

Coordinate with the Town

To host a “Kitchen Conversation” meeting, you need to:

- Pick a date and time that works for you
- Decide on your invitation list
- Send out invitations (we assume by email) 10-14 days before your meeting date
- Contact Pat Deschenes and let him know how many attendees you expect so he can prepare your meeting packet. Please don't wait until the last minute!
- Send out reminders to your invitation list a day or two ahead of the event



Check your meeting supplies!

You should receive the following items from Town Hall:

- A PROCESS OVERVIEW sheet for meeting hosts
- SAMPLE MEETING AGENDA
- SAMPLE INVITATION that you can tailor to your meeting as you see fit
- SIGN-IN SHEETS for your guests/participants, for your facilitators/note-takers
- MASTER PLAN OVERVIEW handout (one page)
- DISCUSSION WORKSHEETS
- 7-8 SHEETS FROM A LARGE-FORMAT NOTE PAD
- LARGE ENVELOPE to use to return your meeting materials to Pat Deschenes

More about meeting supplies!

Things you will want to have on hand:

- Enough pens for each participant to have one
- A couple of wide-tip magic markers you can use to write on the large-format paper
- Masking tape



Preparing for your meeting

- Make sure you have someone ready to serve as note-taker
- Designate a table for the sign-in sheet and meeting materials for participants to pick up when they arrive
- Get a packet of materials ready for each participant, including:
 - Meeting Agenda
 - Discussion worksheets for Questions 1, 2, 3, and 5
 - Master Plan Overview handout
 - Pen or pencil



Conducting the meeting

An illustration of a diverse group of people sitting around a table in a meeting. There are ten people in total, including men and women of various ethnicities. They are engaged in discussion, with some looking at a whiteboard in the background. The scene is set in a modern office environment with a neutral color palette.

- Welcome your guests!
- Your guests may all know each other, but ... do a round of introductions! Ask people to say a little bit about themselves, their involvement in things around town, and their interest in the Walpole Master Plan.
- Review the meeting agenda and the amount of time allotted to each discussion question. Use SHEET C in your meeting host packet as a guide.
- Ask participants to take a look at the one-page Walpole Master Plan handout (SHEET D).

**We Kindly Request That All
Cell Phones Be Silenced**



Thank You

Please remind your guests:

- Everyone should have an equal opportunity to talk and be heard.
- Keep the conversation on topic.
- Listen to others and avoid criticizing.
- Respect limited time and keep your answers to the point.
- Be honest and try to understand other viewpoints.
- It's ok to disagree.
- Try not to interrupt the facilitator or other group members.
- Cell phones on silent.

The Discussion Prompts



The Kitchen Conversation includes five question prompts that are essentially the same questions presented to attendees as the Nov. 17, 2021 community forum.



Make sure each participant has a complete set of SHEET E handouts. There should be four sheets in SHEET E (one of the discussion questions is not on an individual handout).



Working with the Discussion Prompts

- Take one question at a time, in order, please.
- Give participants a couple of minutes to think about the question. *Be sure to tell them they don't need to write anything on Sheet E until after the brainstorming discussion.*
- Ask for a volunteer to start the go-around. Ask for one or two thoughts per person. Then go around the group. It's ok to pass if a person is not ready when it's their turn. After everyone has spoken, go back to anyone who has an additional thought that didn't come up.
- The note-taker should write down each of the thoughts on a flip chart or large piece of paper taped to the wall, or type notes on a laptop and project them onto a screen. *The note-taker to use participants' words.*
- After everyone has had a chance to speak, briefly review all thoughts the group generated. *Then, ask the participants to write on their worksheet the three ideas they find most important from all the ideas shared by participants.*



When you get to Question 4 ...

There is no worksheet for this question.
Draw a grid on one of the large sheets of newsprint:

What are Walpole's Opportunities?	<i>How should we take advantage of them?</i>
What are Walpole's Challenges?	<i>How should we address them?</i>

The goal of this exercise is to find out what participants think should be priorities during the Master Plan process.



Before you close the meeting ...

- Ask your guests to write on their copies of SHEET E the ideas they consider most important of all the ideas people came up with for Questions 1, 2, 3, and 5. *They can mention up to three most-important ideas per question.*
- Collect all the SHEET E forms completed by your guests.
- Make sure everyone has signed the sign-in sheet (SHEET B).
- Make sure you have contact information for your note taker(s) (SHEET A).
- Write the Meeting Code on every sheet. Your code should look like this:

Your initials + the meeting date

JB1225

(Judi Barrett Dec. 25)



After the meeting

- Type up the meeting notes in Microsoft Word.
- Ideally, put the notes under each question so that all of the notes received will be in a consistent format.
- Summarize themes from the meeting, e.g., with key words like “open space” or “Downtown Walpole” so that anyone reading your notes can have a quick sense of what mattered most to your group of participants.
- Put the original meeting notes (the flip chart sheets), sign-in sheets, participant worksheets, and so forth in a large envelope and deliver to:
Patrick Deschenes, Director of Community and Economic Development
135 School Street
Walpole, MA 02081
pdeschenes@walpole-ma.gov

If you need help or have any questions:

Contact one of us!

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