

Whitefield Collaborative Problem Solving Project

February 12, 2018

News print and Minutes

Participants present: Amy Perkins, Ben Marcus, Cheryl Joslyn, Clint Towle, Delia Dearnley, Howie Tuttle, Jeanne Grady, Karen McCormick, Keith Marple, Kendra Anderson, Lisa Kalloch, Lucinda Lee, Lynette Conroy, Niki Mathews, Sue McKeen, Tara Delisle, Terri Blair and Tom Soule

Not Present: Anthony Anderson, Jake Mathews, Jen Noftall, Roger Drolet

Facilitator: Joan Morin & Assistant Jessica Grenier

Agenda:

- Welcome and Introductions
- Review of Agenda (additions?)
- Review and sign Problem Solving Guidelines and Standards
- Problem Solve Communication Issue
- How, when and what do we communicate regarding the work of the Project?***
- List Issues
- Set agenda for next meeting
- Set *Project* meeting schedule
- Check Out

Chart 1: Issues

How, when and what do we communicate regarding the work of the project?

Interest:

- Transparency
- Strengthening Trust
- Consistency
- Positive
- Buy-in

- No surprises
- Allow people to be heard (giving voice)

Chart 2: Interest Continued

- Honest
- Inclusiveness
- Input & guidance
- Openness
- Deliberate

Chart 3: Options

- A. Post meeting & minutes (public)
- B. Public Meeting progress report after consensus on a few items, post minutes
- C. Post minutes, brief summary
- D. Everyone gets guidelines and list of project participants
- E. Publish list of issues plus (options D) everyone gets guidelines and list of project participants, post minutes, progress report

Chart 4: Options Continued

- F. Post minutes, brief summary, post guidelines & standards & project participants
- G. (Option F) Post minutes, brief summary, post guidelines & standards & project participants post to website
- H. (Option G) Post minutes, brief summary, post guidelines & standards & project participants post to website & (Option B) Public Meeting progress report after consensus on a few items, post minutes

- I. Option B = Public meeting progress report after consensus on a few items, post minutes

Option F= Post minutes, brief summary, post guidelines & standards with project participants

Option G= Post minutes, brief summary, post guidelines & standards with project participants (Option F), Post minutes, brief summary, post guidelines & standards with project participants, post to website

- After each meeting post to website, newspaper, quarterly newsletter, link in Wildcat Weekly and the town website.

2/12/18 Consensus

Final Consensus Agreement:

Option I: Project participants will hold a public meeting to provide a progress report to all constituents. This shall be done once the project members have reached consensus on a few issues. The newsprint document, minutes summary, guidelines and standards document and the list of project participants will be posted to the district's website. After each project meeting the newsprint document and minutes summary will be posted to the district's website. Quarterly project reports will be provided to the newspapers, town and district newsletters and the Wildcat Weekly. Newsletters will include a link to district postings.

Chart 5

A. Weekly (1st month)

5:30-8:00

Start February 26th

Monday

Agenda Feb. 26th

- List of Issues
- Set agenda

What information do we need?

Discussions and Determinations:

- The project members reviewed the process for problem solving:
 - Identify Issue to be Resolved.
 - Develop a list of interest regarding the issue.
 - Brainstorm options for resolving the issue.
 - Reach consensus on desired option.
- The project members discussed public involvement in project meetings. It was agreed that observers were welcome, but could not participate in the meeting

unless asked to provide information or expertise. We value all opinions and would encourage all constituents to communicate with a project member or Joan Morin with concerns, questions or information. All Project members have been train in the “Problem Solving Process” and have signed the agreed upon Guidelines and Standards. Non-project members would need to receive the training and agree to the guidelines and standards in order to be a participant in the project.

- Final consensus items will be compiled into one document to be shared with the public. Consensus items that need action, implementation or approval will be sent to the appropriate person(s) for formal action.

- Joan will draft a press release for project members review.

- Meeting newsprints and minutes will be sent to project members within 24 hours of meeting. Project members will respond to Joan and/or Jessica within 48 hours with questions or corrections. Newsprint and minutes will be published/posted 48 hours after the meeting.

- Agendas for the next project meeting and any supportive information needed will be determined at the end of each meeting.

- A quorum shall require two representatives from each constituency group and the facilitator.