

KINGSTON HERITAGE COMMISSION
Meeting: February 26, 2015 – 7:00-10:00 pm
Kingston Library

BUSINESS MEETING
AGENDA

- 1) Call to Order:
~ Attendance
- 2) Approval of Minutes
- 3) Old Business/Action item resolution:
 - a. HC plan development – Jan 22, 2015 – Plan agenda attached
 - b. Bandstand celebration
- 4) New Business:
 - a. Barn easements – NH preservation alliance/Kingston
 - b. Other
- 5) BOS/Other Town organizations' updates
- 6) Next Meeting: - Date, time, location, Volunteer Recording Minutes
- 7) Adjournment

Meeting to be posted at Kingston Town Hall and Kingston website

Kingston Heritage Commission

Action Plans Meeting – 1/22/2015 at 7:00 PM

Objective: To create a clear set of action plans for the HC (Heritage Commission) that everyone understands. Plans that are inclusive of all the ideas in the group, but represent the group's prioritization, such that the HC focus on actions and issues that best address what we are trying to do.

Proposed Agenda: Bob Bean has agreed to lead the group through a process of developing a comprehensive list of "What we could Do?" followed by a group process to determine "What we should Do?"

1. Explain the process to the group, by explaining this agenda.
2. Brainstorm a listing of the actions and programs we "Could" do. Expand as much as possible to consider ALL possibilities.
3. Group the list into major programs and actions.
 - a. Samples May be: Educational, Outreach, Conservation, Documentation,???
4. Brainstorm a listing of the important criteria we need to consider to choose priorities for the group's plans. Try to limit the number of criteria to the most important 4 or 5.
 - a. Samples May be: Limitations of the group, Hours, dollars etc; Value to the Town; Ease of Completion;???
5. Determine the relative importance of the criteria to each other. Develop a matrix and calculate their percentage.
6. Discuss and Rate each major program by the use of the criteria listing.
 - a. Create a Matrix of Program and Criteria; assign a value to each program for each criterion. Summarize into a Priority Listing.
7. General Discussion about how many and what types of programs/actions the commission could accomplish. Ultimate goal would be a list of programs in priority order, and a sense of how we should determine what programs to attempt to accomplish.

Warning: This process can take 3 or more hours, depending on how detailed we discuss each step. However, the most value obtained from the effort is in the discussion, and what it teaches us about our projects, limitations, and priorities

Tools Required: I will use flip charts to capture the group items. I will take completed charts and tape them to the walls. Afterwards, all the charts can be photographed, and transcribed into a record of our efforts.

Note: This process is adapted from the Prioritization Matrix team process developed by Goal/QPC, and documented in the Memory Jogger II, 1994 version, and the Coach's Guide, 1995.