



## Meeting-in-a-Box

### BACKGROUND

*Minneapolis 2040* is the City's process for developing a plan for the next twenty years. It is a visioning process that will direct the logical and coordinated physical and economic development of the city into the future. The City of Minneapolis is required by the Metropolitan Council to update the Comprehensive Plan every ten years to meet State law and regional planning requirements. This update will be adopted in 2018 by the City Council.

On April 1, 2016, the City Council directed the Department of Community Planning and Economic Development (CPED) to update the policies of the City's Comprehensive Plan in service to the values of growth and vitality, equity and racial justice, health and resilience, livability and connectedness, economic competitiveness, and good government, and with a focus on guiding public and private investment in the built, natural, and economic environment.

### WHY CIVIC ENGAGEMENT?

Civic engagement is a means for all people to bring their thoughts and voices and to share their own ideas, backgrounds, experiences, and expertise to collectively achieve a shared outcome. The *Minneapolis 2040* visioning process is an opportunity to promote quality of life in the Minneapolis community for residents, workers, and visitors in a manner that everyone can benefit from. This engagement plan is the vehicle for updating and developing new policies that will help guide the creation of places and spaces for civic responsibility and determination to be enhanced. Communities throughout Minneapolis are invited to assist CPED in the creation of *Minneapolis 2040* and the final plan will reflect that participation.

### MEETING-IN-A-BOX OVERVIEW

What should Minneapolis be like in 2040? Meeting-in-a-Box is a civic engagement method designed for use by community groups, neighborhood associations, or friends to gather at a convenient time and location to share their ideas and proposals for the future of the city. Discussions and debates related to the future of Minneapolis should not be limited to those organized by City staff but instead such discussions should happen wherever and whenever it is convenient and meaningful for a group of interested people to get together and talk.

The following is the Meeting-in-a-Box kit which contains everything you need to hold your own discussion. Meeting-in-a-Box can be downloaded from the project website, activated at your own meeting, and the results of your discussion can be returned to the City as indicated below. This Meeting-in-a-Box is the first of a series that will be available for download throughout the Comprehensive Plan process.

## Thank You For Hosting Meeting-in-a-Box!

For reasonable accommodations or alternative formats please contact the Department of Community Planning and Economic Development at [2040@minneapolismn.gov](mailto:2040@minneapolismn.gov). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 -Hadii aad Caawimaad u baahantahay 612-673-3500.

## Process Overview

Meeting-in-a-Box is organized into three parts:

- **Prepare** – The steps that the host must take in advance of the meeting
- **Activate** – The day of steps for set-up and facilitation of the meeting
- **Return** – The Phase when the materials are collected and returned to the City

The purpose of Meeting-in-a-Box is to raise awareness of Minneapolis 2040 Comprehensive Plan process, share your thoughts and experiences that will help direct the visioning and future of Minneapolis, and identify ways to improve interaction between community members and the City. Meeting-in-a-Box will help frame your discussion at your meeting.

### CONTENTS

PREPARE	ACTIVATE	RETURN
<ul style="list-style-type: none"> <li>✓ Process Overview</li> <li>✓ Host Check-List</li> <li>✓ Sample Invitation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Guest List</li> <li>✓ Meeting Agenda</li> <li>✓ Presentation</li> <li>✓ Participant Worksheet</li> <li>✓ Group Priority Worksheet</li> <li>✓ Engagement Survey</li> </ul>	<ul style="list-style-type: none"> <li>✓ Host Feedback Form</li> <li>✓ Return Instructions</li> <li>✓ Project Contact Card</li> </ul>

### PREPARE

#### 1. RESERVE MEETING LOCATION

Identify and reserve a location for your meeting. Host a meeting at a place where everyone can access it and that it is convenient to travel to. It can be at a community center, your local library, place of worship, coffee shop, or even your living room.

The location should be able to accommodate the number of participants you expect to join the conversation.

#### 2. INVITE

Identify the participants for your meeting. For small group discussions, 8-12 people are an ideal size. This can be done through an invitation in the mail, email, phone, or social media. The *Sample Invitation* can be used as a template and printed, filled out, and mailed to participants.

#### 3. REMIND

Call and/or email the people on your invitation list 1-2 days before the scheduled meeting to remind them to attend.

## ACTIVATE

### 4. SET UP

Before the meeting, set up the space to accommodate the number of expected participants. For small groups, arrange chairs in a circle. For large meetings, arrange chairs in small breakout groups.

Sort copies of the *Participant Worksheets* and *Group Priority Worksheets* into sets for the participants. Make sure to have enough pens available. Have the *Guest List* near the entrance for individuals to sign-in. Post signs on doors to direct people to the meeting and the location of restrooms. If possible, organize someone to take photos and bring light refreshments.

#### TIPS

- If you do break into small groups, give the group a name or number to distinguish the small groups. Note this on the *Participant Worksheet* and *Group Priority Worksheets*.
- You may choose to use the worksheets included, or you may feel more comfortable using other materials, such as large flip charts or laptop computers. If you do use something other than the worksheets provided, please make sure you include information from the worksheets.
- If you choose to take pictures of flip charts, please make sure it is readable.
- For additional resources visit [www.minneapolis2040.com](http://www.minneapolis2040.com) for related plans and interactive maps

### 5. WELCOME AND INTRODUCTIONS

Take a few minutes at the beginning of the meeting for introductions. Ask people to tell something about themselves other than their neighborhood so that everyone gets a better sense of who is participating and why. Do not, however, spend too much time on introductions. Review the discussion questions and answer any questions about procedure before beginning the main activities.

Explain what the comprehensive plan is by walking participants through the attached *Presentation*. These slides will help spark ideas and conversations for the upcoming exercises.

### 6. FACILITATE

Lead a small group discussion. Do your best to keep everyone on topic and make sure time is allocated for group members to answer all discussion questions on the *Participant Worksheet*. You are also a participant and can share opinions as an equal member of the group, but make sure everyone has a chance and feels comfortable to express his or her opinion. Try to make the meeting relaxed and enjoyable for all participants.

#### TIPS

- Keep in mind that sometimes, when good ideas come up, they need a little room to breathe.
- Facilitation is an art; do your best with it and don't worry if everything doesn't go exactly as you intended.
- Pre-plan and allocate the estimated time you expect to spend on each key question.

## 7. EXERCISES

Answering the discussion questions should occupy the majority of the meeting time. Give participants a couple of minutes to think about each question and list answers on their *Participant Worksheet* before beginning to go around the group for answers. If your group prefers a more free-flowing discussion, make sure everyone has a chance to speak and one or two people do not dominate the conversation.

One person should take notes of the roundtable discussion. After everyone has had a chance to express their perspective on the question, ask the group to prioritize the responses. The note-taker should read back the responses, and have participants vote on each item to determine the top three priority items.

The top three priorities will be recorded on the *Group Priority Worksheet*. Continue having the discussion and explain why the three highest priorities were selected. If a consensus cannot be reached, record the discussion on the *Group Priority Worksheet*. Repeat this process for any other questions.

Leave time at the end of the meeting for participants to fill out the *Engagement Survey*. Respect people's busy schedules by starting and ending on time.

### TIPS

- Give participants a couple of minutes to think about each question and list answers on their *Participant Worksheet* before beginning to go around the group for answers.
- If your group prefers a more free-flowing discussion, make sure everyone has a chance to speak and one or two people do not dominate the conversation.
- Allocate enough time for a discussion of group priorities by keeping people on topic.

## 8. WRAP-UP

If you have divided participants into small groups, reconvene the larger group. Summarize the discussions and the identified consensus priorities. If there are no additional questions or comments, ask participants to fill out the *Engagement Survey*. Be sure to turn in all materials when returning your Meeting-in-a-Box.

Distribute the *Project Contact Card*, which are attached on the final page, to participants so they can find more information about the visioning and planning process, and look for upcoming activities and ways to be involved.

Fill out the Host Feedback Form after the completion of the meeting. **Be sure to thank everyone for participating!**

## RETURN

### 9. CREATE A MEETING ID CODE

Create a code to your meeting following the instructions below. Fill this code into the appropriate spaces in the upper right hand corner of the *Group Priority Worksheets*, *Participant Worksheets*, *Guest List*, and *Host Feedback Form*. The *Engagement Surveys* will not require a Meeting ID Code to be filled out.

How to Create a Meeting ID Code

CP1 - \_ \_ - \_ - \_ - \_

First three spaces: CP1  
 Next three spaces: Your initials  
 Last four spaces: Month and day of your event (e.g. "1114" for November 14<sup>th</sup>)

**EXAMPLE**  
 Name: John Apple Sample  
 Date of Event: November 14<sup>th</sup>

CP1 - JAS - 1114

### 10. PACKAGE AND SEND

Sort the materials as follows:

- Group Priority Worksheet
- Participant Worksheet
- Engagement Survey
- Guest List
- Host Feedback Form

Package all materials together and return Meeting-in-a-Box using one of the methods below.

- **Method 1:** Scan & Email materials to:  
[2040@minneapolismn.gov](mailto:2040@minneapolismn.gov)  
 Subject line: "Meeting-in-a-Box"
- **Method 2 :** Mail to:  
 Attention: Minneapolis2040  
 105 5<sup>th</sup> Avenue South #200  
 Minneapolis, MN 55401
- **Method 3:** Drop-off at:  
 City of Minneapolis CPED  
 105 5<sup>th</sup> Avenue South #200  
 Minneapolis, MN 55401

If none of the return methods above will work for you, please email [2040@minneapolismn.gov](mailto:2040@minneapolismn.gov) with the subject line: "Meeting-in-a-Box Pick-Up" to arrange for alternative return methods.



## Thank You For Hosting Meeting-in-a-Box!

The City of Minneapolis is grateful for your time, thoughts, ideas, and participation in Meeting-in-a-Box. Your participation is part of a collaborative effort in helping shaping a better, brighter future for everyone who lives, works, and plays in Minneapolis!

For more information or to engage in the Comprehensive Plan process

Visit [www.minneapolis2040.com](http://www.minneapolis2040.com)

Email [2040@minneapolismn.gov](mailto:2040@minneapolismn.gov)

Call 3-1-1 Minneapolis Assistance Line



## Host Checklist

### Prepare

- Reserve meeting location
- Invite participants
- Send reminder to participants 1-2 days before meeting

### Activate

#### Set-Up

- Arrange tables and chairs
- Sort Participant Worksheets and Group Priority Worksheets

#### Facilitation

- Welcome and Introductions
- Exercise Part 1
- Exercise Part 2
- Identify priorities

#### Wrap-Up

- Summarize discussions
- Distribute Engagement Survey
- Collect All Materials

### Return

- Fill out Meeting ID Code on Group Priority Worksheets, Participant Worksheets, Guest List, and Host Feedback Form
- Sort and send materials back to the City

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## Meeting-in-a-Box Invitation

The Minneapolis Comprehensive Plan is the city's twenty-year vision that directs the logical and coordinated physical development of the city into the future. We need you to be part of this process! Please join us to share your thoughts and experiences with community members.

**What: Minneapolis 2040 Meeting-in-a-Box Meeting**

**When:**

**Where:**

**Host Contact Information:**

For more information or to engage in the Comprehensive Plan process

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**EMAIL [2040@minneapolismn.gov](mailto:2040@minneapolismn.gov)**

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# Minneapolis 2040 Meeting Agenda

## Purpose

- Learn about the Minneapolis 2040 Comprehensive Plan process
- Share your thoughts and experiences that will help direct the future of Minneapolis
- Identify ways to improve interaction between community members and the City

## Agenda

Welcome and Introductions

What is a Comprehensive Plan?

Group Exercises

Part 1 : Big Ideas

Part 2 : Civic Engagement

Wrap-Up

Summarize Discussions

Engagement Survey

## Exercises

### Part 1

**What are your big ideas for the future of Minneapolis' built, natural, and economic environment?**

### Part 2

**How would you like to engage in the upcoming Comprehensive Plan process?**

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## Participant Worksheet

**Part 1** What are your big ideas for the future of Minneapolis' built, natural, and economic environment?

What are the characteristics of your community that makes Minneapolis a great place for you to live, work and play?

What are things in your community that could change that will strengthen your community to be a better place to live, work or play in the next 20 years?

What are the top three big ideas for the future of Minneapolis' built, natural, and economic environment based on your answers above?

- 1.
- 2.
- 3.



## Participant Worksheet

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### **Part 2** How would you like to engage in the upcoming Comprehensive Plan process?

These are the ways that I would like to be **INFORMED** about the Comprehensive Plan:

These are the ways I would like to provide **FEEDBACK** about the Comprehensive Plan:

Things that might prevent me from engaging with the Comprehensive Plan process are:





## Group Priorities Worksheet

**Group Number or Name (If there are multiple groups):**

**Facilitator:**

**Contact Email/Phone (If clarification of responses is needed):**

**Part 1** What are your big ideas for the future of Minneapolis' built, natural, and economic environment?

1.

2.

3.

**If a consensus cannot be reached, please record the group's comments.**



## Group Priorities Worksheet

**Group Number or Name (If there are multiple groups):**

**Facilitator:**

**Contact Email/Phone (If clarification of responses is needed):**

### **Part 2** How would you like to engage in the upcoming Comprehensive Plan process?

1.

2.

3.

**If a consensus cannot be reached, please record the group's comments.**



## Host Feedback Form

### Thank You For Hosting Meeting-in-a-Box!

Please provide us with your feedback to help improve Meeting-in-a-Box.

All comments are welcomed.

1. Meeting-in-a-Box is an effective tool for broadening the range of public input.

- a) Strongly Disagree
- b) Disagree
- c) Neutral
- d) Agree
- e) Strongly Agree

Quality of group discussion(s)

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

2. The materials in Meeting-in-a-Box are easy to understand and use.

- a) Strongly Disagree
- b) Disagree
- c) Neutral
- d) Agree
- e) Strongly Agree

Group satisfaction with outcomes

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

3. Please rate the following aspects of your meeting:

Overall

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

4. Would you host a Meeting-in-a-Box meeting again?

- a) Yes
- b) No

If no, please explain why.

Participant engagement

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

5. Would you recommend Meeting-in-a-Box to others?

- a) Yes
- b) No



## Host Feedback Form

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6. How should we improve Meeting-in-a-Box?

7. Do you have any additional comments?



## Engagement Survey

The purpose of this survey is to provide City staff feedback on the effectiveness of engagement methods during the Minneapolis 2040 Comprehensive Plan process and to ensure equitable access to information for all stakeholders. The responses that you submit will remain anonymous and will be used to improve the engagement process with the community.

For more information about the planning process and for opportunities to be involved, visit the plan's website at [www.minneapolis2040.com](http://www.minneapolis2040.com).

1. How have you engaged with the Minneapolis 2040 Comprehensive Plan process so far? (Circle all that apply)
  - a) Large community meetings
  - b) Interactive website
  - c) Social Media
  - d) Email Updates
  - e) Festivals and cultural events
  - f) Small group discussions
  - g) Meeting-in-a-Box
  - h) Other

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2. I was able to fully participate or engage in the activity.
  - a) Strongly Disagree
  - b) Disagree
  - c) Neutral
  - d) Agree
  - e) Strongly Agree

If you were unable to fully participate or engage, please tell us why.
3. The information presented is important to me.
  - a) Strongly Disagree
  - b) Disagree
  - c) Neutral
  - d) Agree
  - e) Strongly Agree

If the information presented is not important to you, please tell us why
4. I was provided with enough information on how to be informed and involved in the planning process.
  - a) Strongly Disagree
  - b) Disagree
  - c) Neutral
  - d) Agree
  - e) Strongly Agree

If you were not provided enough information, please let us know what was missing.
5. What was your reaction to the content that was presented?
  - a) Mostly Negative
  - b) Somewhat Negative
  - c) Neutral
  - d) Somewhat Positive
  - e) Mostly Positive
6. How likely are you to share the information you learned with others?
  - a) Very Unlikely
  - b) Unlikely
  - c) Neutral
  - d) Likely
  - e) Very Likely
7. How can we make it easier for you to be involved in the planning process?
8. What is your zip code?



## Engagement Survey

The following questions are **OPTIONAL**.

If you choose not to answer this portion of the survey, please tell us why in the space below. We still want to hear from you!

1. Do you live in Minneapolis?

- a) Yes
- b) No

2. Do you work in Minneapolis?

- a) Yes
- b) No

3. Are you a renter or homeowner in Minneapolis?

- a) Renter
- b) Homeowner
- c) Does not apply
- d) Prefer not to answer

4. What is your age?

- a) Under 18
- b) 18-24
- c) 25-44
- d) 45-64
- e) 65 and over
- f) Prefer not to answer

5. If you self-identify, what race or ethnicity do you most identify with? The following categories are based on responses in the US Census. (Circle all that apply)

- a) American Indian or Alaska Native
- b) Asian
- c) Black or African American
- d) Hispanic, Latino or Spanish Origin
- e) Native Hawaiian or other Pacific Islander
- f) White
- g) Prefer not to answer
- h) Other (please specify)

**Thank you for taking the  
Minneapolis 2040 Launch Survey!**

Want to stay informed or get more involved?

- Visit [www.minneapolis2040.com](http://www.minneapolis2040.com) and click on "Participate"
- Follow us on Twitter: [@mpis2040](https://twitter.com/mpis2040)



## **WE WANT TO HEAR FROM YOU!**

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