

# Stratham Master Steering Committee Meeting

May 29, 2018

9:00-11:30 am

Stratham Town Municipal Center

## AGENDA

### *Annotated*

	Lead by		Notes
1. Welcome & Introductions	T. Austin & HW	9:00-9:15	Introduce HW FLIP CHART Round-robin of SC members: What 3 words that would describe Stratham's future?
2. Overall Schedule & Update Process Approach	HW	9:15-9:20	PROJECTION Review timeline and tasks
3. Steering Committee & Communication Protocols <ul style="list-style-type: none"> <li>a. Role &amp; Responsibilities</li> <li>b. Coordination &amp; Communication</li> <li>c. Subcommittees</li> <li>d. Document Development &amp; Review Protocols</li> <li>e. Meeting Schedule</li> </ul>	T. Austin & HW	9:20-9:35	HANDOUT? Review of the SC's role and responsibilities Communication between town, SC, and HW Distribution of materials – need for an online platform? Encourage subcommittees: Develop prelim list and follow up with poll
4. Baseline Snapshot List	HW	9:35-9:40	PROJECTION Purpose of snapshots, design, show some examples Draft list of those to be developed
5. Preliminary Interview/Group Meeting List	HW	9:40-9:55	HANDOUT Who are we missing?
6. Draft Public Participation Plan	HW	9:55-10:05	PROJECTION/HANDOUT <u>Homework</u> : email in advance your additions or bring with you Review and complete
7. Messaging the Master Plan	HW	10:05-10:30	FLIP CHART <u>Tag line</u> : use ice breaker words <u>Elevator speech</u> : what are the 3 most important things people should know about the master plan and/or the update process? (round robin; ask group if they agree of top 3) <u>Cocktail party</u> : what additional points would you want to get across if you had more time? (existing list or new)

8. Open Discussion	All	10:30-11:00	
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