

HEART & SOUL **DRAFT** MEETING MINUTES

TOPIC	DISCUSSION	FOLLOW-UP
	3/5/16	
Welcome	Be patient as we work together. Keep long view in mind. The short-term plans will help the long-term plan of economic development. (for example: making the town feel welcoming helps businesses and families want to invest in Canaan). Don't throw anything (ideas, your past) away! Allow yourself to dream. Don't get discouraged by failures. Next meeting:	Next Meeting: March 19th
Barn Pitch	Trish and Steve have the only NEK site (in Lowell). For those thinking about starting a small business. Usually have about 25 small business experts available.	
Logo Contest	Christine put this on the Facebook page. There have not been any submissions. Extra credit will be given to students who apply. More interest from students. We currently have 3 entries.	April will update poster (DONE) Get the ones from the town office (DONE) Chris check in with Amy (DONE)
Work Plans	Need to align those from "Canaan. Naturally Connected". Next step is to prioritize the order. Chris, Greg & Diana are the Work Plan Team. April suggested to cross-reference the work that was done prior to 'Heart & Soul'. (Revitalization Group). April suggested using the same process that was used during this first phrase in moving forward with our current goal setting.	Chris, Diana and Greg will be taking this to the next step (DONE)
Event Inventory	This form was posted on BaseCamp. Who's voice isn't being heard? How do we listen and understand their needs?	Judith & Trish keep working on this. (DONE)
Communication Plan	Focus is to inform others about what we're doing. Opportunities: Newspapers, Quarterly report for town Town Quarterly Report, Facebook pages Town Report, Websites, School Notices, Church newsletters, Solomon's poster board, Library bulletin board, rumor mill, School sign (in front of Northland), Front porch forum HOLES: Grocery bag flyer, school/community sign/banner, Front porch forum, yearbook	
VT Maple Sugar Weekend	It would be nice if we could have a presence for this. Scavenger Hunt or Geo-caching ideas.	Let's talk more about this ()
Sister Town	Should we consider this?	Let's talk more about this ()
235 Anniversary of Canaan & Moose Festival	This is coming up next year. 25th Moose Festival Anniversary this year	Let's talk more about this ()

	3/29/16 (already In progress)	
Community Gardens	There's a place in Ethan Allen Park being looked at to do this.	
Ethan Allen Building	Greg is working with a group to repurpose the Ethan Allen Plant.	Trish and Leanne want to bring someone from Biddeford to talk more about this ()
Work Plans	We need something tangible soon as a project for people to see.	Greg will be reporting back about which projects have been prioritized on April 6 (DONE)
Logo	Deadline April 1 st ; Decision is April 6 th	
Event Inventory	Chamber of Commerce (Moosely Information), News & Sentinel, Town Newsletters,	Judith keep the document updated () Trish meet with Stephanie Lyons to develop communication plan ()
High Speed Internet	Morgan is trying to get group of people/committee together for people in Wallace Pond area. Yes, we should. Need to do a better job get info out.	Diana will get more info. out on the Town Facebook page ()
Community Network Analysis	Trish will be working more on this to inform other people's work.	
Phase I Training	This will happen on April 16 th . We reviewed the agenda. Bring guy from Fox News that's suppose to cover Canaan. Keep meeting at the school. Potluck for food. People signed up. Trish reaching out to everyone, opening up to larger group, for this day.	Greg will contact him to see if he wants to come (N/A)
Next Meeting	Trish will poll the group to find out what time is best for most. Those in the group agree that evenings are best. Saturdays are more difficult. Tuesdays seem to be more do-able. 5:30 is better. This will be our last Wednesday meeting on the 6 th . Then go to VTel meeting together afterwards.	
Town Plan	Odette came to talk earlier about town plan. It can be found on the website. It's being redone next year, so they would like to keep in touch with us for how to best support each other.	Diana will get an electronic version of it and get it out to us. (DONE)
Facebook Page	Up to 90 people reading it now. Keep updating/pushing feed info.	
	4/6/16:	
Meeting Min.	Reviewed and accepted.	
Logo Contest	Reflects the tagline. Can be used for visuals such as bumper stickers, flags, banners, etc. "E"	Trish will do thank you for all

	was the first place. "B" then "A". We may use the others later down the road. Roots on trees come together to the bi-line. Some sort of frame around it-chain? Logo words need to be bigger. Preserve the words outside the logo. Use verbage on banner. The words become the frame. Bucket on the tree and snowflake. Kevin Roule and Frankie will do the artistic enhancements.	of people who submitted () Frankie has it as an electronic version. (DONE) Steve take pictures of all of them () Sue and Trish will contact Squeegee Printers (DONE)
Short-Term Projects	Chris, Diana & Greg presented these to the group. April suggested using criteria for rating the projects. Can spreadsheet be done with Survey Monkey or Google Docs to compile votes. Come prepared at our next meeting to do quick verbal presentation of each project to be followed by dialogue.	Trish will put together the spreadsheet for rating. (DONE)
Next Meeting	Review Phase I of Field Guide. We'll be spending about 45 min about this at the meeting. Prepping for the workshop on Phase I. Next Tuesday is also the Maple Discussion in the gym. At 5pm in this room.	Homework: Look at Phase I of Field Guide
Phase I Workshop	Will stay as April 16 th . Trish will be inviting the larger group.	
Pioneer Trail	Monument being placed in Pittsburg. Does Canaan want to do something with this as well?	
Youth Leadership Team	Youth already had a discussion related to "What does Canaan need to do better?"	Jonah get this info. from Mrs. Dickson (DONE)
	4/12/16	
Database	Jeff came for the first part of the meeting and met with a smaller group. He asked what the goals of this project are? Steve said contacts and calendar. Judith asked about push-out feature of signing up for automatic updates sent to people's emails. He said this could be done. Should the calendar of events be posted to Canaan Town's Facebook page? SQL is Jeff's preference. Jeff will be adding more Community Heart & Soul info. on school Facebook page. Steve suggested that the town think about starting to collect people's email addresses to add to the Grand List. This could be done on a sign-in sheet at town meeting and/or mailed postcards.	Trish touch base with Jeff about how this project is going (DONE) Emails to Grand List ()
Leadership Club/Group	Jonah brought a chart paper with input that was collected from classmates during Ms. Dickson's class. Trish took a photo. There is interest from the class to work together with us on projects to beautify the town.	Jonah will be a liaison between the two groups.
Work Plans	The majority of the meeting was spent on prioritizing work plans. The first step was to assure that those being reviewed were short-term projects. A few were consolidated, moved to long-term plans and/or skipped for now due to lack of lead presenter (See Work Plan Short Term Projects document). The second steps included having each presenter describe their project idea for roughly 3 min. A rating scale was completed for each proposed project	

	<p>by each member in attendance. The mean scores was obtained and compared given that some members were in/out of the meeting during the rating process. We took a short break to visit the Maple Presentation in the gym while Trish & Steve analyzed the results (as follows):</p> <ul style="list-style-type: none"> 1- Sugar Social (Frankie) 2- Fletcher Park (Judith) 3- Soccer Event in Rec Park (Jonah & Dana) 4- Rehab Housing (Greg) 5- Town Meeting (Judith) 6- Rec Park (Diana & Dana) 7- Cross-Promote Businesses (April) 8- Cyclists (April) <p>The top three will be the focus to get us going and then we'll move down the list as projects get completed. These events/projects will provide opportunities for us to raise awareness of Heart & Soul in the community as well as set up storytelling booths.</p>	
Soccer Event	It was discussed that June/July might be best months to do this. It was suggested that if Sunday is included, to start after noon to avoid church times.	Dana & Jonah (Gene) will touch base (DONE)
Women's Fast Pitch Tourney?	Not sure if there's enough interest for this to be considered a project. Christine will put out a poll during the two softball tournaments to gauge this.	Christine poll during softball tournaments ()
Banner	Should be ready by the end of May. This will be set out for all our events forward.	
Saturday's Workshop	Members need to register so that we have a count. This will be held in the gym. We reviewed food list. Review your Field Manual before the meeting. A finalized agenda will be sent out. We are welcomed to invite others. Trish has sent the invitation to the complete mailing list (about 45 people). Leanne and another member from Orton will be there as well. The purpose is to celebrate what we've done so far and transition into Phase II.	Members should register on Mailchimp (DONE) Trish send out finalized agenda (DONE)
	4/16/16 Phase I Heart & Soul Training 8:30-2:00	
Welcome	Leanne T. and Sarah L. (from Orton Family Foundation) welcomed us and guided us through a get-to-know-you icebreaker. We reviewed meeting norms/rules. Trish reviewed today's agenda. The purpose is to get training/tools on the process ahead. Less about actually making/finalizing decisions.	Next meeting is Tues. 4/26 at 5:30. This will be our standing meeting time unless informed otherwise.
Project Goals	<p>Goal statement includes:</p> <ul style="list-style-type: none"> 1-Revitalize our community 2-Giving voices to all members of our community 3-Enhance & expand relations with neighbors 4-Active destination for a community in commerce 5-Create the future of the Canaan region 	Judith get a written copy of the goal statement (DONE)

Project Scope	<p>1-Connecticut River and other natural boundaries, Quebec and New Hampshire borders</p> <p>2-Sending towns to our school</p>	
Community Network Analysis	<p>Five (Georgette, Greg, Diana, Chris, Sue/Frank?) people on this task force. Leanne suggested ESRI.com and American Fact Finder as resources. Talked about simple fun ideas like ‘how long have you been in Canaan?’ with dots on a timeline at events. Which neighborhood do you live in (push pins on map). Which clubs do you belong to? Which events do you attend? Which natural resources do you use as recreation? Why do you live here? What would you miss if you left? What do you love about Canaan?= Engagement ideas. Don’t ask questions about what they would like to change? Because this leads to ‘agendas’. Stay on the positive track. Compare this specific demographic information to that which we’ve received from the broader databases. Can be low-tech (such as coasters or spiral notebook) or high tech (such as photo booth to tell your story and get a post card) or mural sharing ideas. Need to collect and SHARE this data/stories. Some of this is Phase II work and we’ll get trained on this as well.</p>	<p>We will talk more about this (DONE)</p>
Creating Roadmap/Work Plan	<p>This includes budget, timeline, engagement plan, project framework, target audiences, etc. Dana, April and Trish will be working together to create a map to use as a resource. We have about 25% of Phase I (top 3 tasks) of Milestones Checklist (tasks for 2-3 months). We’re going to want to write these things down. Otherwise, not real. Date everything. Review. We do have some funds for Phase I.</p>	<p>Dana, April & Trish will be working on map ()</p>
Communication Plan	<p>How are we communicating to larger group as well as 1:1. We have a tagline and logo. Our logo will be simplified/cleaned up. We need to develop our identity/brand= emotional connection. What do we want ? “Unity. Family. Caring for Community. Belonging. Inclusivity. Working together. “ Words that are included on our logo. We have started a word cloud. Informal communication conversations with other= Bring community & family together, come to a meeting, looking to brighten Canaan’s future, listening to Canaan’s voice, I need help with this specific task, would you be able to help me ____? Do you have any ideas about how I can ____? Is there a reason you ___ or don’t____? Why? What can we do to change that____? Do you know anyone who _____? Would you be able to help us buy ____? We can continue to role-play these kinds of opportunities. Press releases= Send them to local television stations (such as WCAX), newspapers and local radio stations. Go meet them privately if you can. It’s even better if they do the pictures and stories themselves. Heart & Soul (national level) wants stories for their own newsletter. You can also ask about flyers going into grocery bags or on top of pizza boxes. Or include into the property tax bills. We currently have about 85 people on our Facebook page. Instagram/Snapchat is another great avenue for younger generation. Twitter 30% millennials 19-54</p>	<p>Use our logo words to create a visual for our banner? We’ll talk more about this (DONE)</p> <p>Trish will contact Leslie about any possible press releases for H&S ()</p> <p>We need to do a hard Launch-maybe soccer event (NA)</p> <p>Other soft launches such as at</p>

	Facebook: 67% largest group 35-54 Instagram: 18% are 30-49 year olds; largest group are 18-29 year old	sugar social or fletcher park work (DONE)
Heart & Soul Team	We don't have an individualized guiding document (or bylaws) to help guide our team on how to 'conduct business' such as making decisions. Leanne passed out the Cortez Heart & Soul Meeting Protocol as an example. Who's missing that is critical to our team? Need to have community influencers/connectors. Trish recognized the team for making it this far by working well together. We did the compass activity to note working styles. We reviewed the necessary jobs & descriptions. Judith asked if these roles/people can change depending on the projects. Trish said 'yes'. This would avoid burnout and build capacity. Also more successful if people are passionate/invested into specific projects. Steve suggested adding the role of 'engineer'. Later down the road we will be hiring our own Project Coordinator.	
Video Stories	Sue said they have 25 stories collected. Hope to have these made into CD's. Hopefully by Alumni Banquet. How do we share it out so that as many as possible can see/hear these?	Talk more about how to distribute town video stories ()
Phase II	Will be broken down into two parts: 1-Gathering & sharing stories 2-Story Listening & how to pull out the data- for overall H & S statement	There will be a training between each phase. Our next one will probably be in June (sooner than later) Sarah asked that we fill-out the on-line evaluation (survey monkey) that Trish will send (DONE) There will be a drawing once these are completed (DONE)
Adjourned	We ended at 1:30. Sarah gave out freebies.	
	4/26/16	
Phase II	We will have these available at every meeting	Review goals as a group 2x month ()
Community Network Analysis	Use this information to pull in other people "connectors" for individual projects. Greg handed out a form/visual of 'catchmen area'. Trish suggested adding visual lines/connectors. Also handed out form 'Economic Dependency Types' sheet. They started a spreadsheet that could be posted on Basecamp so that people could sign up to be a liaison to specific organizations	Diana will bring it to the meeting for the first round of sign-ups and then post (DONE)
Soccer Event	Rec Park Committee still working on the grant. Trying to schedule work day on same day as soccer tournament and music in the evening. Chicken bar-b-que on this day? 'Hard launch' on this day as well? July 9 th or 23 rd ?	

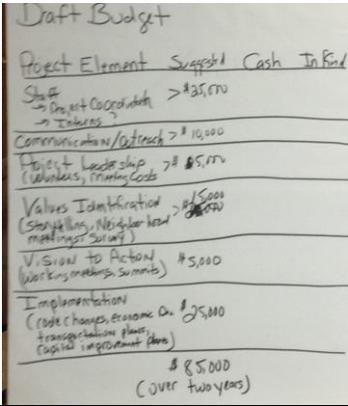
Sugar Social	Already being discussed at the church board.	
Fletcher Park	Judith asked about how much liberty the project manager has vs decisions being made as a group. Steve explained the process. Project manager can invite however to be on the committee even if they are not involved in H & S. Select board currently oversees Fletcher though they are looking to move this to the Rec. Park committee. Bob Leigh might be a contact. Trish suggested that we ask them “what do you need from us (such as workplan, updates, etc). The park is not in the ‘line of fire’ for the waterline work.	Trish bring the project feedback to the three project managers (DONE) Judith will contact selectboard to get on their agenda (DONE)
Stewartstown Day Parade	“Reflections on the Past 40 Years”- theme. August 6 th . We had talked about possibility doing a float. We will include a banner in the parade.	Diana will connect with Patricia about having banner in parade (DONE)
Target events for PR	Choose about one event per month to promote ourselves. Those we have identified at this time are: 1-Alumni Weekend June 11 th 2-Soccer Day-July 3-Sugar Social-August	
H & S Brand Product for PR	Trish asked if we had silicone bands made with our color and logo would people wear it? Most were saying not really, but would if needed. We need a budget and sponsors for a product like this that identifies us as ambassadors of H & S. Also could get something done by Squeegee Printers. Terry will take this on as a project.	Terry do research about PR product (DONE)
Event Calendar	Digital version might live on the Canaan website. Greg suggested putting it under the ‘destination’ section. Jeff will be at the training with Greg & Diane that is happening this Thursday.	Steve and Trish will meet with Jeff again after the Thursday training (DONE)
Next Meetings	Next meeting is May 3 rd at 5:30. Can’t May 10 th , 17, 23. Mondays or Fridays best for Trish/Steve. Instead 5/13 from 5-6; and 5/23 from 5-6.	
Phrase II training	It will only be three hours in the beginning of the July. Judith suggested 5-8 pm. Team agreed no weekends.	Trish will touch base with Leanne and get back to us about a date (DONE)
	5/3/16	
Heart & Soul Flyer	Diana is handing out 200 of these to Patricia to put in alumni mailing. It will also be available for Jackson’s Lodge’s Open House. Trish also has an electronic version. Look at it and give Trish any feedback you have quickly.	Trish will send this electronically and post it to Basecamp (DONE)
Community Network Analysis	We are signing up/finding connections with different organizations so that we have spokespersons from our committee who are willing to meet with these organizations as we work on projects.	
Work Force	Greg talked about tracking work force data with the VT Dept. of Labor and Lyndon State and UNH. Goal to create opportunities for youths to stay/come here for work. Frank will be	

	joining this group as well given his work with NEKLS.	
Group Work	We reported out on our work projects by making sure to address the following questions: 1-How project promote and advance the mission of H & S? 2-What challenges are you up against? 3-How can the committee help?	Trish will be setting up folders for each project on Basecamp and leave the project feedback from our voting process in these (DONE)
Fletcher Park	Judith on the agenda for the selectboard meeting next Monday, May 9 th . 1-Small step towards making this community more visually appealing & take credit for community work 2- None yet, but perhaps electrical. Also resisting Dana's temptation to cut down trees! :) 3- Give me the feedback sheets, Greg suggested contacting Richard, Norman, Paul and Cheryl Cote	
Soccer/Rec Park	Meeting on Monday. Gene and Johan will be joining them and report back afterwards.	
Sugar Social	Next board meeting will have this discussed. Music and the sugar is already handled. Thinking about artisans, kid section, teen opportunities to help, table for H & S, etc.	
Budgets	Trish oriented us to the form to use for budgets. We broke up into groups to discuss the projects and budgets (funding needs and inkind). Think about grant writing opportunities. Also make a checklist of all the things you are going to need. Once your budget is formalized, post it to Basecamp. Next step is to coordinate services and volunteer lists so that we don't exhaust our resources by repeatedly going to the same people. These budget sheets may also be used for committee work. We should all be keeping track of our inkind time working on projects/committees.	Trish will post this form electronically. Complete individual project budgets in each of the project folders (DONE) Coordinating service () Trish will create an inkind/sign in sheet for committee times (DONE)
Alumni Weekend	Greg, Jenna will be going.	
Jackson's Lodge Open House	Frank will be going to this representing the church, NEKLS and is willing to play dual role. Sue and Diana will help as well.	
Phase II Workshop	Which is best for our Phase II training? July 5, or 6, 7? We voted for 5-8 pm on July 7 th	Trish will send out invitations to other members (DONE)
Portable Flip Chart	Judith suggested a portable set of flip charts that could be displayed at our meetings Trish said she would like to make two as we will be very busy ☺ <u>Possible Visuals/pages:</u> Project list, Heart & soul mission, community goals, logo, committee member names, interactive/story telling gathering ideas such as recreational map/pins, timeline w/ sticker dots, place to post/answer questions/share stories, etc.	
Logo	Trish showed the first draft of the image that has been chosen to reproduce as our logo. First	The banner logo will be

	thing it will be used for is the banner (for the parade). Coasters being done as well. Pricing needs to be looked into.	brought back to the team before printing (DONE)
Communications	Nothing new to report	
Data	Diana and Sue did the website training. They will be connecting with Frankie. CanaanVT.com Trish hopes to meet with Jeff the day following our Phase II training. Steve posted a diagram on Basecamp.	Trish will contact Chris to make sure that we have internet access during our meetings (DONE)
Next Meeting	Many can't make it to the 5/13 meeting (next scheduled) so we may have to do individual work instead. This will also depend on the tasks that are due soon.	Trish will email the group to decide if we're meeting or not (DONE)
	5/3/16	
Community Network Analysis	Greg shared about survey results on what top majors kids going to college between 2010-2015 chose. Results (in order): Teaching, nursing, business, psychology, welding, criminal justice # of kids (not percentage) going to college dropped significantly after 2008 (also when Ethan Allen closed). Class sizes have also decreased notably. Agriculture changing significantly last few decades. Retail, manufacturing, and technology businesses research might be the next step. We'll be using this information when we get into the long-term goals.	Will be posted to Basecamp (DONE) Look at Community Network Analysis workbook page (DONE) Greg would like to invite the gentleman that spoke at the Chamber of Commerce Mtg. (Jeff) to one of our meetings ()
Fletcher Park Update	Judith shared about updates: Flowers being gathered this week, planting this weekend in time for parade, Builders Club donated flowers/tree, met with Selectboard, Historical Society, Donald. Keeping it simple to begin. More investment in the fall if successful. Still working on: Getting info from JT about monuments, park benches, monument work (delay due to construction). So far the budget is 0\$-yeah! But been keeping inkind.	
Sugar Social Update	On Facebook looks like Aug. 6 th but August 5 th is the actual date 3-8 pm with syrup at 5 pm. Good meeting with the board. Would like to keep association with the church due to emotional attachment. Budget sheet finalized. Trying to diversify donors. Bouncy house being looked into. National Guard often likes to donate, man and represent. Trish also suggested that Customs and Border Patrol could be asked, as they often need to fulfill volunteer opportunities. Looking to ask Learning Center and Library to use their bathrooms rather than portable bathrooms. Artisan tables being looked into (for about \$10 each). Need help with clean-up afterwards. Closing up Park St. being looked into for the event. Parking is the biggest challenge.	Trish will double check Facebook and fix it if needed (DONE) Frank will update Basecamp with wishlist/needs (DONE)
Rehab Houses	Jonah asked about this. There is a plan. Greg is working on a grant for this. Houses will be	

	worked on during the summer to rehab more quickly. Grants available to people who want to rehab.	
Communication Plans	We broke up into work groups to draft these.	
Flip Chart	Work in progress. Trish working with Orton. Plan is to have a table top version to begin.	
Logo	We don't have a banner yet. Trish been trying to get in touch with Pat. Hasn't heard back. Would really like to have it in time for Alumni	Sue will touch base with Pat (DONE) Judith would like to put in the park to associate the work being done (DONE)
Rec Park Update	Using the Alumni newsletter to advertise. Not sure if chicken bar-b-que can happen, but hot dogs/hamburgers. Finalized budget. Date is July 9 th . Volunteer Day during the day (9am-12) Soccer (1 pm) Bar-b-que and music at 5pm. Chris coordinating music. Will adults be allowed to play in a game? Church dinner that night as well. Should these be combined?? Judith suggested advertising through Melissa in Colebrook as well. Lots of work projects being done in the park (flowers, painting, tennis court, shuffleboard, etc) There may be some grants to cover engineering work for drainage.	Frank talk to Diana about the possibility of working together for the meal ; need to discuss who profit going to (Done) Trish look into the engineering work grants ()
Poster Template and Postcards	We talked about having these done up as a way to promote activities and use as thank you cards.	Trish look into this (DONE)
Next Meeting	Currently scheduled for 5/31/16. Pep rally and Little League also this night. Do what you can.	
	6-14-16	
Grants	We have been approved for \$26,000 Grant for Phase II. The Rec. Park grant for \$20,000 Tillotson grant as well. Trish spoke a bit more about the Engineering grant. Vermont Community Funds Grant has been declined. Orton has donated \$10,000 over the next two years. It is ear-marked to help support the coach (Trish's) position. Leanne shared that the ballpark figure is that by the end of the two year commitment, Orton will have invested about \$50,000 (included inkind).	
Welcome	We met at the Town Office because the school was locked.	Trish will contact someone from school to remind them about our need for access to building for future meetings (DONE)
Banner	We have it! Trish showed it to us. It was used at Jackson's Open House this past weekend. Jonah talked about something he saw on Ted Talk. Cost (\$125) was covered by the money that was appropriated at Town Meeting (\$2,000).	

Story Sharing	No demographic info. was collected about this. We'll be learning more about this at the July workshop.	
Alumni Event	It went well. Some out of town people offered to help. Flyer was helpful. Also nice to have it sent through email. Terry suggested that maybe the Canaan School website Alumni could link to Heart & Soul. This may also be a way to get some additional funds.	
Jackson's Open House	Unfortunately, not well attended, but a few people showed some interest. Heart & Soul was represented on Saturday. Flip chart didn't work well because of design. Some people showed interested in Farmer's Market and a Coop. Also displayed the fountain project photo.	
Flip Chart	<p>Leanne and Trish showed what has been created for the flip chart. So far there are 8 pages. These describe the 4 Phases of the Heart & Soul process. Input included more pictures specific to Canaan. We need to keep taking more pictures of our community and events. These are to help us promote and stay on point as we make presentations. It uses a Basketball Team theme. Greg and Jonah suggested that a PowerPoint version of this could also be created.</p> <p>Judith spoke to Trish & Leanne about willingness to work on additional visuals/interactive pages that could be displayed at our meetings as well as out on the road. These are the notes from 5/3/16:</p> <p><u>Possible Visuals/pages</u>: Project list, Heart & soul mission, community goals, logo, committee member names, interactive/story telling gathering ideas such as recreational map/pins, timeline w/ sticker dots, place to post/answer questions/share stories, etc.</p>	Trish will start a folder on Basecamp for photos. People should upload any that they take here. (DONE)
Community Garden	Greg talked about the town having a nice piece of land near Ethan Allen Park as a potential site if interest of this project grows.	
Rec Park Event/Soccer	Jonah shared that the team price will be \$50 (\$10 per/person). These profits will go to the Rec Park. No cost for music in the evening. The Church will be providing the meal and keeping the profits. Community members will be used as refs. Indian Stream Clinic will be setting up a care tent (medical and water, etc). Adult and kid teams. A list of tasks has been created for the work session in the morning. Newsletter about this event is going out middle of next week. Tournaments will be A, B and D fields.	
Fletcher Park	Judith updated about the in-kind hours and donations. Next steps include the horse trough signage, perennials, and park benches.	
Sugar Social	Planning going well. Set up crew, tear down crew have been established. Ambulance will be coming onsite. Might be able to get a climbing wall from the Reserves. Have approval to shut down Park St. and have bathrooms set up. All food is being donated. Jackson's is giving list of artisan's. Debbie will be contacted about tables. Two maple companies have confirmed. Two more being looked into. Rec. park will be used for parking. Trish	Diana will send meeting minutes to Frankie (DONE)

	encouraged Frankie to connect with Terry about Custom & Border Protection.	
Event Insurance	Trish reminded group about myths related to town insurance policies. Check out what she posted on Basecamp.	
Averill Lake Association	July 23 rd ? Patricia is hoping to attend	
Budgets & Next steps	<p>Trish reminded us to keep track of in-kind hours and donations. Leanne explained some line items. We'll need to start thinking about a part-time coordinator (in addition to Trish as coach) and funding this position. About \$25,000 for this over the next two years. We'll be talking more about this at the Phase II training in July. Other items: Communication/outreach, Project Leadership, Value Identification, Vision to Action, Implementation (also large sum of @ \$25,000). Total of about \$85,000 over next two years. Trish has been working on a chart/timeline for funding streams/grants. We have the town, Tillotson and Orton as our big donors. Keep our funders informed.</p> 	We should get on the agenda with the Selectboard quarterly to keep them informed and into the loop as a major funder-maybe September ()
Community of Practice/Webinars	Heart & Soul is trying to do these to call in or video conference. Last Friday was one session. These are being recorded and available for June 23 rd is a webinar. Heart & Soul Talks related to Results (what happened to their community after the Heart & Soul process). Trying to do these regionally every other month.	
Next Meeting	June 21 at 5:30 at school.	
	6/28/16	
Phase 2.1 Training	Next Thursday. Will help us figure out where we're going. We'll be talking about connecting the dots of what we've done and what are the next steps.	Talk about team meeting attendance and feel free to bring snacks to share (DONE)
Town Plan	Trish distributed this. Irene from NVDA assigned to work on the town plan with us. To be adopted at next Town Meeting. Not sure if all the listed meetings are all at 6:30. Dana voiced concerns about the 10 acre lot requirement and how our town's zoning regulations are discouraging development. Greg will review and address this concern at the Workplan	Trish will look into if all meetings are at 6:30 () We will invite Odette to come back to talk about some of

	Meeting when housing is discussed as he plans on attending. As a committee we should try to stay connected to this work as much as possible.	our concerns about zoning regulations ()
Ribbon Cutting Ceremony	We decided to propose doing this during Sugar Social if Frankie approves.	Terrie check with Frankie about this (DONE)
Engagement Ideas Interactive Boards	We need to think about what we want to gather as well as demographic info. when we attend events to promote H & S. Trish gave us an example from Galesburg. Judith talked to the group about the idea of creating master interactive boards that could be used like a traveling mural to gather info. Such as: Which neighborhood do you live? Play? Where do you boat/hike/bike, etc. What kind of recreation do you enjoy: ATV, hiking, water sports, skiing, etc. How long have you lived/vacationed in Canaan? Greg asked about already having the demographic info. Trish explained that gathering this from people will inform our data from the state website. She passed out Story gathering activity tracking example sheet as well as grid for Story Details/Values/Hopes/Concerns.	
Mapping Neighborhoods	Within Canaan =Trailer park, South Canaan, Wallace, Beecher Falls, Canaan Hill, etc. What is the purpose? To use for story gathering info.	
Community Network Analysis	No new updates. Trish hasn't heard from Jeff about data analysis. She will follow-up	
Fletcher Park	Newspaper article ran last week. Diana also included an acknowledgement in the town newsletter. News & Sentinel has contacted Greg about the committee.	Invite newspaper reporters to our meetings periodically ()
Sugar Social	Frankie not here. No update provided.	
Soccer/Rec Park	Lots of projects. Info. has been put into the Town Newsletter. Indian Stream Clinic providing lunch and water for work event. Raj, Gene & Jonah taking care of soccer event. Prizes for top finishers. Church taking care of food during afternoon/evening event. Music still tentative for 5pm on. Raj has been calling people.	Diane send Trish ad via jpeg so that it can be posted on Facebook (DONE)
Photo Release	We talked about making sure to have people's consent before uploading photo's to Basecamp folder. Include photo disclaimer/release statement on any sign up sheets we develop/use from this point forward. Steve said we can Google specific wording.	Diane will sent a draft form for Trish to edit for our group (DONE)
Presentation Visuals	Steve worked on the physical aspects of the flipchart. He also did a run-through of the presentation. Next revision: Include pictures of our own athletes, visuals about our specific projects,	
Processing Projects	Important for us to include after-the-fact project feedback and include names/contacts of others we interacted with.	
Quimby's	Has a new board of directors. Hoping to open next year. Wouldn't it be great to have this be a destination area for biking/cross country like the Craftsbury Center. Meetings have been occurring in Montpelier. Trish can work with the Commissioner of Tourism. Georgette also involved.	

	7/7/16	
Phase II Con't Training	This phase will have strong focus on gathering/listening/analyzing stories and data. Judith mentioned that some of this process has been started/portrayed with the school mosaics. New forms were reviewed. Trish has individualized these to Canaan and posted these to BaseCamp. Leanne gave the group a notebook to help start with story telling. We should be asking others to be listening/reviewing stories gathered. Listening sessions can be posted to BaseCamp. Keep and label everything! We will start at 4:30 on Aug. 9 th given that this is Primary Day.	We will be reviewing the list of projects to move forward and self-reflect on Phase I ()
	7/19/16	
Past, Present, Future	How did we get started? What are we doing now? What are our next steps? Christine suggested every other week?	Trish will send a personal survey monkey to core team to collect input about the process so far (N/A)
Sugar Social	Frankie reviewed his project sheet. Climbing wall is a definite. Gather stories there? Jonah suggested having maple-related thanks for story-sharing using the post-card idea. Trish will not be able to attend. April wants to promote the event at the sugar house. We need post cards, poster of how long you've lived here, chairs, pens, flyers, stickers, maple candies, Assignments: People to man the table (Sue & Diana, Christine, April)	Judith get details worked out for ribbon cutting ceremony or penny throwing (DONE) Also get Donna's # to Frank (DONE) Trish check in with April about the candies (DONE) Frankie cross-promote event on H & S Facebook (DONE)
Soccer Tourney	Went really well. Next year: food closer. Have team for younger kids. Heart & Soul Volunteer morning went really well. Ran out of food. Grace Church broke even on food sales. Success with getting a sponsor.	Christine follow up with Diana thank you's and/or press/social media coverage ()
Moose Festival		Trish will check with Chamber of Commerce about table (DONE)
Parade	Diana in charge of this.	Sue will check in with Diana about the details (DONE)
Story Gathering	Trish has ordered 500 postcards with our logo and 100 envelopes for thank you cards. We practiced some techniques (The Story Spine, No But.. & What is your Why?) We talked about dating post cards and locations for data purposes. Also possibly using mailing labels to pose the questions on the cards.	

	<p>Post Card ??'s: Where do you shop? Where do you live? What are we missing? What is your favorite place in Canaan? Favorite memory of Canaan? Favorite event in Canaan? What do you value?</p> <p>April wants to put a permanent story fixture for gathering info. We brainstormed about this.</p>	
Next Meeting	Should we meet every week or every other week? Same time or different time? Until sugar social meet weekly. Aug. 2 nd 5:30	We'll do an assessment of this (DONE)
	8/9/16	
Welcome	Leanne and Sarah joined us.	
Sugar Social Review	<p>350 people came; 200 people got sugar. Vendors came. EMS came. Went really well. Church made good profit. Many observed that less people/traffic than usual despite these good sales. Maybe sales good because of longer hours? What worked: Shutting street was helpful. Greg passing out H & S cards. At least 100 cards filled out. Printing questions on labels worked well. Lots of people talking about wanting breakfast place. Book sale went well. Climbing wall good. Parking good; nobody used lower parking lot. Coin tossing great speech. Sentinel was there. Norman thankful for all the coins. Weather great. Clean up fast. Key Club very helpful. Harlen helped with the historical pieces. Having CBP Agents there. Gathered ideas for next community projects.</p> <p>What different next year: Signs for parking, forgot candy from April for filling out cards; sticker dots wouldn't stick on board. Next time video-tape speech. H & S Banner could have been better displayed. Clean up needed more lighting. Better easel with binder clips and exercise weights. Trish worried about Frank taking on so much for this event and encouraged him to delegate more to the team next year. Ask the school this fall for the maple sugar for next year. Have more jobs for Timmy Leigh. Kids Corner for next year.</p>	<p>Frankie share pictures on Basecamp (DONE)</p> <p>Greg work on stakes for the banner ()</p>
Parade	The banner wasn't in the parade.	Have banner in parade next year ()
Story Listening	<p>After we've gathered a few stories, it's recommended that group of people (2 or 3) listen and pull out the important pieces that can be added to the data. These 'listeners' shouldn't be just those from H & S to reduce the influences of personal biases. For 'thick engagements' we could consider: Playgroup, Senior Meals, Sports fields, Don't forget to use social media. We missed the opportunity to be part of the Historical Society listening event. Leanne has some videos from Pennsylvania on data and story listening that we can use for training.</p>	<p>Trish can work with Leanne to have us view some of the Pennsylvania videos ()</p> <p>Strategize about how to get additional thin data and what other data we need ()</p>
Analyzing Data	We now have some 'thin data'. We will be reviewing and cataloguing the data. Jeff is currently the 'Data Team'. Judith is also interested in being part of this. Our data sheet should note the event when gathered, demographics, number of data points, etc. We're looking for metathemes. This was let us know what additional questions we might want to	<p>Sarah send Jeff electronic spreadsheets ()</p> <p>Jeff contact Judith as needed</p>

	be asking. Sarah has some electronic templates for spreadsheets. Hard copy example data forms were distributed to some members.	to work on data ()
Outline for Community Update	We need more intentional connection with the school. Need to update the community about what we've been up to and include an "Ask" for specific help/support. Review for them our Past/Present/Future. Trish also brought up the idea of holding an Anniversary Community Forum. Do we want to do this? She also mentioned that we need to review the 'to -do's from our meeting minutes. Who wants to help do this? Judith does it informally during meetings when she attends.	Judith contact Mrs. Lynch placed on the Steering Committee agenda () People self-select for reviewing meeting minutes to-do () Judith contact Selectboard to get on a meeting agenda in October () Possibly early November for Community Forum ()
Moose Festival	We aren't currently planning on having a presence due to having to pay \$90 for a table. Trish will not be around that weekend. If we can get a free table, can we have a more interactive board displayed (large easel/bulletin board)?	Greg talk to the Chamber about getting a booth at no cost and we will prep about this (DONE)
Next Meeting	Aug. 24 th or next meeting at 5:30?	Trish send out a electronic poll to confirm next meeting date (DONE) Next 2.2 workshop will be scheduled possibly at the end of Sept. ()
	8/24/16	
Moose Festival	Greg set up for us to have a table behind Brendan Cote's garage. Christine can help out for 1 hr. on Saturday. Jana will be there all day. Trisha presented some different ideas for interactive booth. April offered use of her table if having our own table/coverage doesn't work out. Jana has the banner. Hang between two trees. We'll keep this simple. She can help answer questions about Heart and Soul and distribute flyers. If she isn't able to make it, then we will simply have interactive data question on April's table. Have the bulletin board available if we have our own table. Judith will work on interactive data/question related to 'what's your favorite way to play?'	Judith work on display and data question. Jana help with distributing flyers and answering questions () Trish get more flyers print(DONE)
Data from Sugar Social	Sue shared document from data so far. Info was a quick summary; we'll need to plug this data into the spreadsheet once this gets finalized. Interestingly, nobody from Colebrook or Stewartstown filled out a postcard. Not sure where the bulletin board from this event went.	Trish will look to see if she can find the picture of the board or who has it ()
Library	Work on foundation, cupola and porch will be done. Also applying for Tillotson Grant.	Greg will look into additional

Preservation Trust		funding from NVDA ()
Community Forum	<p>This will be similar but not the same as the initial meeting that was held a year ago. We'll have refreshments. Trish will reach out to music teacher here at school about possible music. Welcoming remarks (possibly Chris?) Someone to talk about accomplishments with some pictures. Someone talk about what we're doing now. Trish talk about future plans. Leanne will be here as well. We should be collecting data and volunteer sign ups that night as well. Some kind of fund raiser. Highlight the mosaic? Break into tables and gathering "thick" stories/data gathering. Also include youth such as Jonah to facilitate. Ask people to join us as we select our next projects. Personally invite Kirstin Scobie. Or include the Key Club? Orton is bringing in 4 or 5 people to help facilitate as well. 6:00-8:00? How do we get people to come? Judith suggested dividing the original list of attendees and make personal invitations. Remind people that they can use the Facebook site. Childcare provided by Key Club? We will plan more about this at the Sept. 20th meeting. Judith suggested that we have a touchpoint meeting to get anonymous feedback about how things are going so that we can present as a strong team for the Forum. April agreed that we need more people to attend meetings. What has gone well? What are the barriers/challenges/fears? What is getting in the way of people attending meetings? What are some of the possible solutions? Where do we go from here? Why did you join? Why are you/were here? What made you stop coming? What do you want/need? Anonymous way to provide self-reflection? Trish join us for the second half of the meeting. April willing to facilitate the whole meeting/process. This will happen Sept. 6th. Greg talked about his long-term personal goal about senior citizen housing, daycare and assisted living. April asked if this is his personal goal or a goal he is hoping H & S will take on? He responded as both. We didn't get the money for the school-work grant.</p>	<p>Trish talk to Mrs. G about music and Chris about opening remarks (DONE)</p> <p>Need to get pictures and presenters ready (DONE)</p> <p>Look into childcare (DONE)</p> <p>Invite Kirstin Scobie ()</p> <p>Trish send out meeting description/purpose for Sept. 6th (DONE)</p>
	9/6/2016	
Process Review	Group discussion notes/document sent to Trish	
	9/22/16	
Community Forum	We agreed on objectives of the Oct. 4 th event. Conflicts with two soccer games. We adjusted time to 6-7:30. We should arrive by 5:30 to help with setting up. April kept master notes on the events.	
Heart & Soul Materials	Heart & Soul material box will be kept at Canaan Office if anyone wants to borrow materials for presentation, table, event, etc. Contact Diana.	
Fountain Flowers	Gana got some mums for the fountain. Wants to get more. Judith help with planting and cost reimbursement.	
Scarecrows	April, Terrie, Frankie, Christine working on Scarecrow	

Next Meeting	Nov. 1 st 5:30. Talk about electronic sign, scarecrow contest, meetings held at the Northland?, Next short-term projects (see prioritized list 4/16/16). Use new meeting agenda template.	Judith send template to Trish ()
	11/1/1	
Roles	Facilitator: Trish Time keeper: Frankie Recorder: Judith Keeper Rudder: April	
Old Business	Reality check about agenda being jam-packed. Reviewing of results from Forum (10/4/16) Town Plan has been submitted to MVDA. Nov. 9 th is the next meeting for Town Plan. Show up! Still need to look at gathering info. from people that weren't there.	
Financial Update	Trish uploaded the NECKI expenses to BaseCamp under "Budget". Is there money available? Trish said that the grant was written with some flexibility. Tillotson grant only has money for communication; not for projects. Trish gave us a schedule of grants. USDA letter of intent has to be in by middle of December. Small group meetings will be needed to support upcoming grants (along with Chris, Greg, Trish). A year ahead, there's something in there for Beacher Falls & Canaan to get grant for "Village Center Designation" (for town buildings to apply for tax credits).	Trish will be talking to Greg and Chris about USDA grant () Trish will send out notices of upcoming grant meeting to encourage us to attend () Trish follow-up on the VT. Community foundation grant & why we didn't get it ()
Process	Trish handed out Count Me In cards; feel free to distribute to people when we're out and about. We need action groups for meeting during the month in order to get things done. Focus on church dinner (Katie) and Athletic Banquet (April) and Solomon's Sales (Katie) Community Network Analysis- Let's keep cross-reference. Data management team still not yet in	Terry send thank you card to Key Club () Diana send out to Indian Stream () Trish work on timeline of the process specific to Canaan () Trish curate and send out less questions for getting 'thick' data. Get data from event to Diana () Trish get good questions to Community Network Analysis ()
Projects	Scarecrows: At least 24 entries! How do we want to vote? We will vote here tonight. Terry got scarecrow prizes. Christmas tree- Katie has spoken to Norma Gray. Judith and Diana work on lighting in the park for winter. Think about ideas to submit via email by mid nov. and start dec. 1 st . Next top 3 short-term: (from 4/12/16) 1- Rehab Housing (Greg) This is the grant that didn't come through. Working on doing this again for another grant with Ben Doyle. Ben has been communicating with Trish	Terry will announce them on Facebook page and deliver prizes () Lighting in the park () Diana & Greg update H&S about this grant ()

	<p>as well.</p> <p>2- Town Meeting (Judith)</p> <p>3- Rec Park (Diana & Dana): Rec Park Christmas Concert vote on possible events such as snow shoe story, family snow sculpture, skating rink event, geocache or scavenger hunt, winter carnival, etc.</p>	<p>Judith & Frankie talk together and report to H &S in Jan ()</p> <p>Talk about this at next meeting ()</p>
<p>Closing</p>	<p>Reflections on tonight's meeting: Intentional at next meeting to review "to do's"/old business accomplished a lot. Don't want to lose sight of long-term goal. Great to have Katie with us!</p> <p>Who needs copies of what?:</p> <p>Next meeting: December 6th (April, Judith gone)</p> <p>Roles next time: Facilitator- Trish; Time Keeper-Christine</p> <p>Next Agenda: Review data from Nov. events. Northern Borders Commission meeting.</p> <p>Town Planning Meeting report out; Rec Project; Winter decorations;</p>	<p>January meeting go through process for prioritizing long-term goal ()</p>