Plan East Tennessee (PlanET) is a regional partnership of communities building a shared direction for our future. We seek ideas about protecting our valuable resources and addressing our challenges regarding jobs, housing, transportation, a clean environment, and community health. Our goal is to create long-term solutions for investments in our region and to define the next chapter in our rich history, leaving a legacy of optimism and opportunity for future generations.

PlanET will help us solve tough issues together so we grow and innovate in ways that benefit the entire regional community.

PlanET is about creating a more prosperous future for our region. Community leaders like you are critical to this process, and we welcome your willingness to contribute. We need to reach all members of our regional community, and your assistance will help us ensure that everyone’s voice is heard as we move forward. Your meeting will supplement the Regional Forum 2 public meetings held in April 2012, giving residents who could not attend the opportunity to discuss issues in a group setting and provide input that will help shape the vision and policies of PlanET.

We appreciate your help!

MEETING IN A BOX CONTENTS

- Process Overview
- Host Instructions
- Sample Invitation
- Meeting Agenda/Questions For Discussion/Project Map/Sign-in Sheet
- Participant Worksheets
- Group Worksheets
- Individual Feedback Sheet (Demographic Questionnaire & Comments)
- Project Schedule/Website Information/E-Mail Updates Sheets (Get Involved In PlanET!)
- Return Instructions
- Host Feedback Form
MEETING OVERVIEW

MEETING PURPOSE:
1. To encourage group conversation about the future residents want to see for the region
2. To prioritize ideas for a regional vision
3. To identify how these future priorities will apply to individual communities

MATERIALS NEEDED:
1. Copies of meeting agenda, questions for discussion, map, and sign-in sheet
2. Copies of individual response sheet
3. Copies of group worksheet
4. Copies of meeting schedule and PlanET website information
5. Copies of demographic questionnaire
6. Pens/pencils
7. Return envelope

MEETING PROCESS SUMMARY

1 INVITE.
Identify 8-12 participants to invite to your meeting. (This is the best size for a small group discussion, but if you are comfortable, you can invite more people.) Send the meeting invitation via e-mail or mail or call invitees.

2 REMIND.
Call and/or e-mail the people you invited 1-2 days before the scheduled meeting.

3 SET UP.
Select a location where all participants can comfortably sit in a circle. Sort copies of meeting materials into sets for participants. Have enough pens/pencils available. (OPTIONAL: 1) Determine who will photograph the meeting and obtain a camera. 2) Prepare light refreshments.)

4 FACILITATE.
Lead a small-group discussion, making sure the meeting stays on topic and all questions included for discussion are answered. You are also a participant and can share your opinions as an equal member of the discussion, but make sure everyone has a chance to express his/her opinion. Try to make the meeting relaxed and enjoyable for all participants.

5 RETURN.
Collect all materials, including the individual response sheet and demographic information questionnaire from each participant, and make sure select items have a meeting code (see details under “Host Guide”). Package them together and return the response packet to the address provided on the return information sheet. Please recycle any unused materials!
1 GROUP LOGISTICS
These meetings are designed to encourage group conversation. If you are hosting a large meeting, we suggest that you break into small
groups and ask for a notetaker/recorder and facilitator for each group. Breaking into small groups is not required, but it means people
can join more fully in the conversation. Keep in mind, however, that very small groups may not result in a broad discussion. If you do
break into groups, please name/number the groups and note this on the response sheets.

2 GROUP DISCUSSION RULES
Each facilitator should review a set of “ground rules” for the discussion (below). You may want to write or print out these rules for the
group.

1. Everyone should have an equal opportunity to talk and be present in the conversation.
2. Focus on the questions asked and your group’s discussion.
3. Listen, avoid criticizing, and respect limited time.
4. Be honest and try to understand other viewpoints.
5. Try not to interrupt the facilitator or other group members.
6. Avoid making things personal during the discussion.
7. Turn off the ringer on your cell phone!

3 MATERIALS
Meeting in a Box is designed to be used with a variety of groups. The instructions and worksheets contained in this kit are intended to
provide a framework for your meeting, and the discussion questions included are similar to those asked in the Regional Forum 2
series meetings (April 23-29, 2012). 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 (e.g., headings, parts of question prompts, etc.) and appropriate identifiers (e.g.,
labels for groups that follow the requested coding). Be sure to turn in all materials when you return your meeting results.

4 WELCOME & INTRODUCTIONS
Take a few minutes at the beginning of the meeting for introductions. Ask people also to tell something about themselves other than
their name (e.g., their neighborhood, any affiliations, their interest in PlanET, and so on) so that everyone gets a better sense of who is
participating and why. Do not, however, spend too much time on this activity. Review the discussion ground rules and answer any
questions about procedure before beginning the main activities.

5 EXERCISE A
Answering this question should occupy the majority of the meeting time. Give participants a couple of minutes to think about each
question and list answers on their individual response sheets 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 persons do not dominate the conversation.

Exercise A: Parts I & 2
The first discussion (“Our Region in the Future”) will focus on the future people want to see for the PlanET region. One person should
take notes of the roundtable discussion. (This may be done on notebook paper, using a computer, or using a large “flip chart.”) Begin the
discussion by asking everyone to jot down vision ideas (Part 1). Please note that participants do not have to provide responses

†The main discussion question at Forum 2 was titled “Our Region in 2040.” In response to participant comments, this title has been changed to “Our
Region in the Future” to make the question easier to understand and answer. All other Meeting in a Box questions are the same as those asked at Forum 2.
to all questions listed under Part 1. These are just to prompt ideas. Once participants have had time to list vision ideas that are most important to them, ask them to consider which focus area(s) (listed on the worksheet) relate to their ideas (Part 2). After everyone has had a chance to do this, ask the group members to share their ideas and identify the related focus areas. Notetakers can use the following abbreviations for the PlanET focus areas: Economy & Workforce (EC/W), Transportation & Infrastructure (T/I), Housing (H), Healthy Communities (HC), and Environment (EN).

EXAMPLE: In the future, the region will be known for its beauty, clean air and water, ease of getting around, and quality job opportunities for everyone. (EN, T/I, EC/W)

Exercise A: Part 3
This part of the exercise focuses on prioritizing your group’s responses. The recorder should read back his/her notes to the group if the notes are not displayed. If they are displayed on a flip chart or screen, the facilitator should read through them (quickly) for the group. Ask the group to vote on each item and then tally the votes to determine priority items. (If several group members had the same idea, just vote on that idea once.) The notetaker should capture the TWO highest-priority answers for the group FOR EACH FOCUS AREA on the group response sheet.

6 EXERCISE B
This question asks the discussion group to consider how the group’s priority vision ideas may benefit their individual communities. Look at the priority ideas again and ask participants to identify ways in which their communities will benefit from achieving these vision elements. Note the example provided on the participant worksheets. Once group members have had time to consider this question, go around the group and ask each member to identify his/her community and response. Make sure the notetaker records the relevant community with each response.

7 WRAP-UP
If you have divided participants into small groups, reconvene the larger group. Remind everyone to look at the project schedule included with the handout set and encourage everyone to participate in future meetings or provide additional feedback through the PlanET website. If there are no questions/comments, ask participants to fill out the individual demographic questionnaires. Then collect all group notes, individual response sheets, group response sheets, and demographic questionnaires. Be sure to thank everyone for participating!

8 FINAL STEP
After the meeting, begin preparing materials for return. Sort the materials into sets as follows:

- **Meetings with one group:** Keep like items together (e.g., group worksheets, individual response sheets, and so on).
- **Meetings with more than one group:** Keep each group’s materials together.

Once everything is sorted, you are ready to package it up for return. Please include your host feedback form and a guest list with the package. MATERIALS SHOULD BE RETURNED WITHIN SEVEN (7) DAYS.

Please e-mail any meeting photos to Sherith Colverson, PlanET Outreach Coordinator, at sherith.colverson@planeasttn.org.

Please send or take all participant and group response materials to:

Sherith Colverson
PlanET Outreach Coordinator
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
(865) 661-3216

If you are unable to return the materials, the TPO will send someone to collect them at your convenience.
SAMPLE INVITATION

Use this template as a guide for your meeting invitations. You may want to include the language in e-mail invitations or reproduce the template itself for invitations sent by mail. The TPO can provide a Microsoft Word version of this invitation if you wish to fill it in electronically.

MEETING IN A BOX

WHEN: ________________________________

WHERE: ______________________________________

__________________________________________

Please RSVP to ___________________________

by _________________________________

You’re Invited!

The PlanET Consortium is developing a plan that will create a “blueprint” for our region’s future. The plan will lay out a menu of ways to address the region’s needs—now and in the future—that will be based on what the Consortium hears from East Tennessee residents about what they love about the region, what needs improvement, and their ideas for the future.

We need you to be part of this process. Please join us to share your stories, thoughts, and ideas with other attendees and enjoy good company!

We’re looking forward to hearing from you!

Visit the PlanET website at www.planeasttn.org

For more information about PlanET, contact:

Amy Brooks
PlanET Project Manager
Knoxville Regional Transportation Planning Organization
amy.brooks@knoxtrans.org
(865)215-4001
MEETING PURPOSE

• To encourage group conversation about the future residents want to see for the region
• To prioritize ideas for a regional vision
• To identify how these future priorities will affect individual communities

WELCOME & INTRODUCTIONS (5 minutes)

GROUP DISCUSSION QUESTIONS (45 minutes)

• EXERCISE A
  Our Region in the Future
• EXERCISE B
  How Your Community Will Be Part of a Regional Vision

WRAP-UP (5 minutes)

QUESTIONS FOR DISCUSSION

EXERCISE A: OUR REGION IN THE FUTURE
• Imagine the five-county region in the future. What will the region be like for you and the next generation?
• What focus areas does your vision for the region’s future include?
• What are the TOP TWO vision ideas identified by your group FOR EACH FOCUS AREA?

EXERCISE B: HOW YOUR COMMUNITY WILL BE PART OF A REGIONAL VISION
• Consider your group’s priority vision ideas. What will this vision look like in your community? What benefits will your community see?
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<th>NAME</th>
<th>E-MAIL ADDRESS</th>
<th>PLEASE ADD ME TO THE PlanET MAILING LIST</th>
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Exercise A
Our Region in the Future

1) Imagine the five-county region in the future. What will the region be like for you and the next generation?

Consider, for example:

A. What employment and education options will be available?

________________________________________________________________________________
________________________________________________________________________________

B. What transportation systems will be provided? How will you travel to work, shopping areas, entertainment, medical services, etc.?

________________________________________________________________________________
________________________________________________________________________________

C. How will medical services and our health be maintained? Will we be healthier as individuals and as a community?

________________________________________________________________________________
________________________________________________________________________________

D. What will our neighborhoods and communities look like? What amenities should they have?

________________________________________________________________________________
________________________________________________________________________________
E. What will our natural environment be like?

________________________________________________________________________________
________________________________________________________________________________

F. Why will people want to stay, move to, or visit the region?

________________________________________________________________________________
________________________________________________________________________________

G. Other issues related to the future of the region?

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

2) What focus areas does your vision for the region’s future include? Do some of the items you identified in Questions A - G above relate to more than one focus area? **Use the following letter symbols to label the relevant focus area(s) for each component of your future vision.**

- **EC** ECONOMY & WORKFORCE
- **TI** TRANSPORTATION & INFRASTRUCTURE
- **HC** HEALTHY COMMUNITIES
- **E** ENVIRONMENT
- **HN** HOUSING & NEIGHBORHOODS
3) What are the **TOP TWO** vision ideas **FOR EACH FOCUS AREA**? Please list your top ideas below. An extra line is provided for each focus areas in case you have a tie. *(Your facilitator will have group members vote and priority ideas will be recorded on the group worksheet.)*

**ECONOMY & WORKFORCE**

1. 

2. 

**TRANSPORTATION & INFRASTRUCTURE**

1. 

2. 

**HOUSING & NEIGHBORHOODS**

1. 

2. 

**HEALTHY COMMUNITIES**

1. 

2. 
Exercise B
How Your Community Will Be Part of a Regional Vision

Consider your group’s priority vision ideas. What will this vision look like in your community? What benefits will your community see?

EXAMPLE: If your group’s priority items include that in the future the region will have a prosperous agricultural economy, your community might see this vision realized in the form of:

- Preserving 1,000 acres of prime farmland in my county
- A regular, vibrant farmers market in my community
- New farms in my county
- Local and regional partnerships formed to achieve this goal

My community will experience these benefits from working to achieve a regional vision:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Exercise A
Our Region in the Future

List the **TWO** most important vision ideas identified by your group for each PlanET focus area. (In the event of a tie, please note all tied items on the extra lines.)

**ECONOMY & WORKFORCE**

1

2
## TRANSPORTATION & INFRASTRUCTURE

1

2

## HOUSING & NEIGHBORHOODS

1

2
If the group cannot reach consensus, record any additional items or comments that should be noted.
GIVE US SOME FEEDBACK!

PlanET will only be successful if a wide range of stakeholders become involved in the process. Please help us understand who is participating by providing us with some information about yourself.

COMPLETION OF THIS FORM IS ENTIRELY OPTIONAL AND YOU ARE NOT OBLIGATED TO PROVIDE YOUR NAME AND/OR E-MAIL ADDRESS UNLESS YOU CHOOSE TO DO SO.

OPTIONAL QUESTIONS: Please answer as many questions as you’d like.

1  What is your zip code? ________________________

2  How long have you lived in East Tennessee? ________________________

3  If you are not a native, what brought you to East Tennessee? (circle as many as apply)

   New job or transfer  College/university  Retirement
   Family moved here  Other family lives in area  Other: ________________________

4  What is your gender?  Male  Female

5  What is your age group?

   Under 19  19-24  25-34  35-44
   45-54  55-64  65-74  75 or older

6  How do you identify your race/ethnicity?

   African-American/Black  American Indian  Asian  Hispanic/Latino
   Two or More Races  White/Caucasian  Other: ________________________

7  What is your household type?

   Live alone  Live with spouse/partner only  Live with roommate/housemate
   Live with spouse/partner and children  Live with children or parent only

8  What is your household income?

   Less than $24,999  $25,000 - $49,999  $50,000 - $74,999  $75,000 - $99,999
   $100,000 - $124,999  $125,000 - $149,999  $150,000 - $199,999  $200,000 or greater

9  What is your educational attainment?

   Less than 9th grade  Some high school; no diploma  High-school graduate  Some college
   Associate’s degree  Bachelor’s degree  Graduate/professional degree

10 Do you own or rent your home?  Own  Rent  Neither
MEETING FEEDBACK: Tell us what you thought about today’s meeting.

Please rate the effectiveness of this meeting: Very Poor Poor Fair Good Very Good

How strongly do you agree with the lists of priority items that your group developed?
Not at All A little Neutral Strongly Very Strongly

Comments:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Did you participate in Meeting in a Box for Forum 1? Yes No

Please rate the effectiveness of the Meeting in a Box technique:
Very Poor Poor Fair Good Very Good

How can we make Meeting in a Box meetings better?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

If you have additional comments about today’s meeting, please send them to:

Amy Brooks
PlanET Project Manager
Knoxville Regional Transportation Planning Organization
amy.brooks@knoxtrans.org

THANK YOU FOR PARTICIPATING!
GET INVOLVED IN PlanET!

<table>
<thead>
<tr>
<th>Project Stage</th>
<th>Dates</th>
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<tr>
<td>PHASE ONE</td>
<td>August 2011 - July 2012</td>
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<tr>
<td>Establishing a Shared Identity &amp; Vision</td>
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<td>PHASE TWO</td>
<td>May 2012 – March 2013</td>
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<td>Engaging, Educating, &amp; Developing a Shared Direction</td>
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<tr>
<td>PHASE THREE</td>
<td>January 2013 – December 2013</td>
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<tr>
<td>PlanET Report &amp; Implementation Activities</td>
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</table>

PlanET began its public events with a Kickoff Celebration on October 11, 2011 and Regional Forum meetings in November 2011. A second round of Regional Forum meetings was held April 23-28, 2012. There are many other ways to participate, including this Meeting in a Box, more public meetings (see below), social media such as Facebook and Twitter, and interactive features on the PlanET website. Send us your ideas and comments through the project website and be sure to check back frequently for details on upcoming events!

VISIT THE PROJECT WEBSITE: www.planeasttn.org

UPCOMING EVENTS

REGIONAL FORUM SERIES 3
Imagining Alternative Scenarios for the Region’s Future
Mid 2012
Details TBD

REGIONAL FORUM SERIES 4
Selection/Validation of the Preferred Scenario
Late 2012
Details TBD

REGIONAL FORUM SERIES 5
Regional Growth Framework Validation, Barriers to Overcome, & Action Priorities
Early 2013
Details TBD
STAY INVOLVED!

Sign up to receive PlanET e-mail updates.

NAME: ____________________________________________________________

E-MAIL ADDRESS: _____________________________________________

CONTINUE THE DISCUSSION: Visit the PlanET MindMixer forum!

http://engage.planeasttn.org
RETURN INSTRUCTIONS

1 COLLECT MATERIALS.
Gather all participant worksheets, the group worksheet(s), participant questionnaires/feedback forms, and the host feedback form.

2 ENTER MEETING ID CODE.
Assign a code to your meeting following the instructions below. Enter this code into the appropriate boxes on the participant worksheets and the group worksheet(s).

CREATING A MEETING ID CODE

FIRST THREE SPACES: Your initials
NEXT FOUR SPACES: Month and day of your event (e.g., “1114” for November 14th)

The code box will look like this:

RFS2-__-__-__

Enter this code in the upper-right corner box on the PARTICIPANT WORKSHEETS and the GROUP WORKSHEETS.

3 SORT ITEMS.
Sort items as instructed in the “Host Guide.”

4 PACKAGE & RETURN.
Package all materials together and return to the address below. Please include a list of meeting attendees. If you are unable to return the materials, please contact the TPO using the information below, and a staff member can pick up the Meeting in a Box materials at your convenience.

RETURN ADDRESS

Please return all PlanET Meeting in a Box items to:

Sherith Colverson, PlanET Outreach Coordinator
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
(865) 215-4001
What did you think about Meeting in a Box?
We need your feedback to help us improve this outreach method.

1 Did you host a Forum 1 Meeting in a Box session? Yes No

2 How useful is the Meeting in a Box concept for broadening the range of public input? Please rate its effectiveness on a scale of 1 – 10.

1 2 3 4 5 6 7 8 9 10
Very Poor Poor Neutral Good Excellent

3 Were the Meeting in a Box materials easy to understand and use?

Very Poor Poor Acceptable Good Very Good

4 How should we improve Meeting in a Box?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

5 Please rate the following aspects of your meeting:

<table>
<thead>
<tr>
<th>aspect</th>
<th>Poor</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Excellent</th>
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<tr>
<td>Overall</td>
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<td>2</td>
<td>3</td>
<td>4</td>
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<td>Participant engagement</td>
<td>1</td>
<td>2</td>
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<td>Quality of group discussion(s)</td>
<td>1</td>
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<td>Group satisfaction with outcomes</td>
<td>1</td>
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6 Would you host a Meeting in a Box event again? Yes No

If “No,” why not? ________________________________________________________________

7 Would you recommend Meeting in a Box to others? Yes No

8 Do you plan to attend future PlanET events? Yes No
Any additional comments?

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

Please include this feedback sheet in the return package. If you would prefer to e-mail comments, please send them to:

Amy Brooks  
PlanET Project Manager  
Knoxville Regional Transportation Planning Organization  
amy.brooks@knoxtrans.org