STEP Leadership Team Meeting Minutes

for use in AANAPISI writing workshop lesson on meeting agendas & minutes, HART

Date/time: July 18, 2011, 6:30 – 8:30 P.M.

Attendees: Willie Good, Chilton Rogers, Margie Labadie, Michele Vine, Deb Smith Absent: Johnny Roberts

Guests: Bob Schaumleffel

##### AGENDA

* 1. Welcome and Announcements (15 minutes)
  2. Share drafts of strategy statements for each committee (30 minutes)
  3. Discuss and improve drafts (75 minutes)
     1. Does each draft have a clear “issue for implementation”?
     2. Does each draft explain its expected impact?
     3. What additional information is needed in each draft?

##### MINUTES

Agenda item #1 -­‐- ­ ‐ Welcome and Announcements

* The new Town Manager, Bob Schaumleffel, was introduced.
* A blog has been created for the STEP Project.
* Chilton offered to help each of us organize our draft presentations for the September board meeting.

*Action items*

* Everyone should look at the new blog. Send news items to Deb for posting.
* Committee leaders need to set up one-­‐to-­‐ones with Chilton by next month.

Agenda item #2 -­‐- ­ ‐ Share drafts of strategy statements for each committee

The leader of each committee read out their draft strategy statements. Margie read “Broadening Education” & Caroline read “Leadership”. The “Entrepreneurship” draft wasn’t available.

*Action items*

* The Entrepreneurship group will email their statement by tomorrow, 10:30 AM.
* Everyone needs to revise their statements using the Goldfield town statement as a model. Chilton will email out the Goldfield model tonight.

Agenda item #3 – Discuss & Improve Drafts

We broke into three groups (Broadening Education, Leadership, & Entrepreneurship) to discuss the agenda questions. We then rewrote our drafts to have the same detail & structure as the Goldfield model.

*Action items*

* Everyone needs to use the same strategy template. Each group leader should send their revised draft to Deb by 5:00PM next Friday.