**SUMMARY OF STRATEGIC PLANNING COMMITTEE MINUTES**

**JUNE 1, 2022**

**5:30-6:30PM BY ZOOM**

**PRESENT: BOB BUTTS, JULIE WATSON, CURT GAVIGAN, JODY SUHRBIER, DEBORAH JAYNE**

**ABSENT: MICKEY LAHMANN**

**SUMMARY OF MEETING:**

**After greetings, the committee members**

**STRATEGIC PLANNING COMMITTEE MEETING MINUTES**

**JUNE 1, 2022**

**5:30-6:30PM BY ZOOM**

**PRESENT: BOB BUTTE, JULIE ELKINS WATSON, CURT GAVIGAN, JODY SUHRBIER, DEBORAH JAYNE**

**ABSENT: MICKEY LAHMANN**

**SUMMARY OF MEETING:**

**This was the first meeting since February, 2022 that we have all been able to meet due to unavailability among our members, enough to not have a quorum to meet. Our regular meeting was scheduled for April, postponed to May, and finally held in June when members were available.**

**The meeting began with a confirmation of all follow up items related to the development and approval of the Strategic Plan revisions and publication. All four steps required for completion were discussed and confirmed as complete. The Strategic Plan for the next 3 years was presented to the full DRC Board for approval and vote, and passed successfully.**

**Following the confirmation, Jody discussed how she and the leadership team were setting up to track key initiatives and objective in the new dashboard format, the first report which can be accessed in the Board Portal labeled Strategic Plan Q1 Dashboard. Jody further confirmed she used the Success Factors from the Strategic Plan to populate the Dashboard. As an aside, Julie offered to assist Jody in considering and designing a web-based dashboard that is interactive with the Strategic Plan for ease of confirming the link between what is expected to what performance actually is. While there was no final decision, the team did think it was worth looking into further. Bob also suggested having the 3 priority strategies in the dashboard would make the link to the larger vision easier to recognize, as well as trying to keep the dashboard to one page. It was also suggested that putting the Dashboard Next to the Strategic Plan in the Board Portal makes it easier for all to access both together, which Jody agreed to do.**

**Mickey has asked each Board Committee to identify their purpose, the process of the committee work, length, time, and frequency of meetings. A robust conversation with several excellent perspectives were discussed. The following is a summary of decisions made by the committee:**

1. **PURPOSE:**
	1. **To develop and support to organization’s leadership with systems, processes, and outcomes of strategic directions set by the Board and Executive Director, in consultation with the leadership team.**
	2. **To provide due diligence and oversight of the Strategic Plan at regular meetings.**
	3. **To plan for and lead the annual Fall Board and DRC Leadership Retreat to review and update the Strategic Plan as needed.**
2. **MEETING PARAMETERS:**
	1. **Meet 4 times/year: February, May, August, November. Judy provided guidance for this timing based on her schedule to have each quarterly data complete following the preceding quarter, and having time to prepare the Dashboard: February, follows the last quarter of prior year and is year end report; May follows 1st quarter report; August follows 2nd quarter report, November follows 3rd quarter report.**
	2. **Meet 1st Wednesday of those months**
	3. **Meet 5-6pm, by Zoom as necessary, and in person as appropriate**
	4. **Suggestion was made to use the Fall meeting to do a quick check in preparation for deeper dive for retreat.**

**There being no further committee business the meeting adjourned at 6:25 or so.**

**Respectfully,**

**Deborah Jayne**

**Chair, Strategic Planning Committee**

**VP, DRC Board**