



# STRATEGIC PLANNING COMMITTEE **NOTES**

Tuesday, November 20, 2018 | Community Room

**WELCOME** | Clifton Greim, Chair

## **COMMITTEE MEMBER SELF-INTRODUCTIONS**

Clif Greim, Mary Sylvester, Holly Lasagna, Stephen Milks, Jason Levesque, Jan Phillips, Stephen Gilbert, Jodi Redmun, Fatuma Hussein, Bob Stone, Dave Gonyea, Michael Chammings, Rick Malinowski, Adam Lee, Emily Innes Absent: Leroy Walker

*City Staff also in Attendance: Rosemary Mosher, Liz Allen*

## **PURPOSE & VISION**

Clif Greim introduced the process and shared his thoughts on the value of a strategic planning process; document that will guide our decision making and help us communicate with a clear, consistent message. Peter Crichton added his thoughts and appreciation for the level of participation; as well as his vision for this process and long-term hopes, including an annual “check-in” review of the plan with stakeholders & Council. Identify our opportunities & strengths and face our challenges.

## **COMPREHENSIVE PLAN OVERVIEW**

City GIS Manager Rosemary Mosher gave the group a review of the Comp Plan story map and the Strategic Planning open data portal currently under construction.

## **CHAIR EXPECTATIONS**

*Out of the room – check in with PC & PC*

## **GROUND RULES**

Emily spent some time covering ground rules; focus on this body and its role: wading through all the discussion, formatting it into something that the city can use and strategizing; prioritization; managing ideas; laying groundwork for next comp plan process; reminder that policy/resource issues are Council matters – help the sub-committees weed that out; managing time and energy; Katy requested a ‘feedback loop’ that shares information with city staff/departments;

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## NOVEMBER 27 LAUNCH EVENT

Phil went over the launch details; keynote speaker – Kristy Gardner; focus on overcoming obstacles, challenges, having a positive attitude and embracing change; group break-outs.

Documents distributed:

Agenda

List of tentative meeting dates for Planning Committee

Vision/Deliverables/Meeting dates for sub-committees

Resource list

Committee list

## POST-MEETING TRAINING SESSION FOR SUB-COMMITTEE CHAIRS

Present: Phil Crowell, Rick Malinowski, Jen, Dave, RM, Bob Stone, Brendan R, Rachel C, Holly Lasagna, Crif Greim, LizAllen, Peter Crichton, Emily Innes

Facilitation of Sub-Committee Meetings

Exercises with goals and instructions will be provided before Tuesday. Run-through at 5:30PM.

**Growth** Rick – Rachel

**Quality** Dave – Jen

**Invest** Bob – Brendan

Keys to success: “take yourself out of the process” so that others can contribute; some will speak too much, some not at all – how to find a balance; discussion should be what the City should be doing; keep bringing people back to that goal; note-takers will be the interns and Jen Morin; remember that deliverables we are striving for; give everyone a voice;

Chairs – outline “what we hope to accomplish” for each meeting will go out soon.

Staff reviewed materials/supplies that will be provided; discussion around how to deal with strong personalities, conflicts, etc.

Vision statement; ground rules; deliverables/goals – already on the wall at each meeting.

Set up SharePoint for each sub-committee?

“Funnel” for questions: Peter/Phil/Liz

Build in public comment at the end of each meeting agenda

Establish communication mechanism between staff and chairs.

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