AGENDA FOR MEETINGS:

**Specific, results‐oriented, timed, realistic**

Eg:

• **Brainstorm news items for bulletin (10 min) ✔**

**• Choose the logo for the website (15 min) ✔**

**• Identify pros and cons of using Twitter (12 min) ✔**

**• Update team members on budget (6 min) ✔**

**STEP Leadership Team**

Meeting Minutes

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)

a. Does each draft have a clear “issue for implementation”?

b. Does each draft explain its expected impact?

c. 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