Strategic Planning Committee Quarterly Meeting

February 29, 2012

SunCoast Hotel, Summerlin, Nevada

Present: Peter Miller, Steve Herndon, Ashley Salisbury, Ashley Munro, Sandi Guidry, Kay Soltis, Jack Edwards, Leonard Walker, Jim White, Tami Sato, Mindy Bergeron, Wendy Olson

Not Present: All were present.

Call to Order: The meeting was brought to order at 11:11 a.m.

The outstanding action items from the previous meeting’s minutes were reviewed. All tasks were completed.

MOTION Approval of Agenda: Jim White moved to approve the minutes and agenda. MOTION CARRIED.

Updated Tracking Tool: The contractual obligations section was updated and will be updated again. Sandi Guidry plans to update Goal 2 after each meeting. Some of the data is based on calendar year and some is based on membership year. The calendar-based information from ATAC, can be updated now that the calendar year has ended. The membership data must wait until the end of our executive council/membership year.

Strategic Planning Information on the WASFAA Website: When the plan was initially approved by council, information was placed on our website about our strategic plan, but now it is time that it is updated. Sandi is creating a timeline for committee tasks that should be done. Our current three-year plan ends next year, 2013, so Kay Soltis will be the chair when we complete the current plan and put together the next strategic plan. In preparation for our new plan we will need to have a membership survey once again. Gayle Northrop helped us establish our plan initially, and also helped to create the latest strategic plan. She may be a resource for our next plan. Initially it cost WASFAA $10,000 to $15000 to have her assistance with the process.

TO DO Tami Sato will share the contact information with Kay Soltis for Gayle Northrop.

TO DO Sandi will get what she can on the website and wants to finish the 11-12 column of the tracking tool before turning it over to Kay Soltis. She plans to update investment strategy and newsletter information as well. She will swap goals 7 and 8 on the measurement tracking tool and update the matrix with goals.

Evaluations for Events: Chairs should share results of their survey with Sandi Guidry so she has that information. Sandi Guidry has access to SurveyMonkey and can include survey information from there.

MOTION Jim White moved to adjourn the meeting. MOTION CARRIED.

Adjournment: The meeting was adjourned at 11:35 a.m.

[Signature]
Secretary of WASFAA

[Signature] Date of approval