

STRATEGIC PLAN COMMITTEE MEETING MINUTES September 14, 2004

Chairperson Peter Gardow called the meeting to order at 7:04 PM at the Silas Deane Middle School. In attendance were Linda Avery, William Donohue, Claudio Capone, Leigh Standish, James Clynch, Ralph Karanian, and Rae Ann Palmer, Assistant to the Town Manager.

Chairperson Gardow called for comments on [the minutes from the September 17, 2004 meeting](#). It was noted that the meeting adjournment time should be corrected to read 8:45 PM. Linda Avery made a motion to accept the minutes as amended; Claudio Capone seconded the motion and it was unanimous to accept the minutes.

Correspondence:

- The letter from Councilor Montineri regarding the Metro Patterns Discussion was acknowledged.
- The Committee received copies of strategic plans from Berlin and South Windsor and after a quick review tabled the items for discussion at the next meeting.

Linda Avery requested assistance with the Stakeholder List for the few remaining organizations for which she was having difficulty tracking down a contact person. It was agreed that she would email the list to the committee and if anyone could help with a contact person they would.

The letter to Boards and Commissions was reviewed and approved. The newly formatted 1995 strategic plan was unveiled by Claudio Capone and reviewed. Minor changes were suggested. Mr. Capone will email the document to Asst. to the Town Manager Palmer who will input responsible parties, prepare individual reports by responsibility and distribute to the appropriate Board or Commission.

Vision Statement:

A brief discussion of the vision statement occurred. It was agreed to review the Town's current vision statement and those of South Windsor and Berlin and to discuss vision at the next meeting. Claudio Capone provided an explanation for vision and mission statements:

- A vision statement addresses where do you want to be in a set amount of time. It is "visionary".
- A mission statement addresses the purpose and reason for the organization's existence. What and who is served.

The revised schedule as prepared by Bill Donohue was reviewed.

Ralph Karanian made a motion to adjourn, it was seconded by Jim Clynch. The vote was affirmative. The meeting adjourned at 8:07 PM.