



**Meeting Summary
NARFE Strategic Planning Committee Meeting
August 12, 2015**

Conducted electronically

**Strategic Planning Committee
Participants:**

Ted Jensen, Maryland
Charles Stanphill, Oklahoma
Charles Brodigan, Oregon
Ted Van Hintum, Colorado
Gaston Gianni, Virginia
Bruce Coleman, Iowa

**Participating thru communication
with Chair:**

Nancy Hunt, Ohio

Not Participating:

Bill Leatham, Florida

Resigned from Committee:

Dave Southworth, California

Strategic Planning Team Participants:

Jon Dowie, National Secretary/Treasurer
James Crawford, Region I
Evelyn Kirby, Region II

Bridget Boel, Marketing Director
Lou Ann Sabatier, Facilitator
Edward Fitzelle, Facilitator

Review of Summary of Prior Meeting

The summary of the July meeting was reviewed. Changes were made to reflect the actual participation of members of the Committee. Two clarifications were requested on background issues which are being addressed.

Finalize Committee Recommendations to the Strategic Planning Team.

The Committee reviewed and discussed documents that will be used to convey the recommendations of the Committee to the Team and which will be used by the Team as guides in drafting the Strategic Plan.

The Committee members reviewed each document and through open discussion provided comments and made editing and wording changes to the language of the documents. The objective was to form consensus on the recommendations and the accompanying documents.

All of the documents were in draft form. The documents reviewed are: 1.) The NARFE Strategic Plan Outline, 2.) Strategic Planning Committee – Strategic Goals, 3.) Committee Recommendations to the Strategic Planning Team, 4.) Responsibilities of the NARFE Policy Making Board of Directors, and 5.) Draft Job Description for an Executive Director.

The comments and changes to the documents will be incorporated into new versions of these documents. These new versions will then be circulated to the Committee members to be reviewed for accuracy. Completed, reviewed documents will be due back to the Chair by September 10th. The Team will have its initial drafting session on September 22nd.

In late autumn, the first draft of the Strategic Plan will be circulated to the Committee members for their review. Following the Committee's review, the Strategic Plan will be submitted to the NEB for review and approval.

This was the final meeting for this session of the Strategic Planning Committee. The members may be called on to provide further assistance to the Team via emails and phone calls as they write the plan.