

Phillip Blackerby

From: Phillip Blackerby [phillip@blackerbyassoc.com]
Sent: Wednesday, January 26, 2005 4:11 PM
To: Allan Pennington (apenn1402@aol.com); Bob Yordy (charder16@cox.net); Curt Dunham (psainc@aol.com); Ed Kehe (ekehe@fh.az.gov); George Campannelli (infoco1@aol.com); Henry Leger (hjleger1@wmconnect.com); Janice Abramson (jla711@aol.com); Jim Hamblin (jdh0537@aol.com); Kathy Nicola (knicola@fh.az.gov); Lynne Brown (lynnebrown@worldnet.att.net); Mike Tyler (miketyler203@aol.com); Peggy Fiandaca (psainc@cox.net); Shaunna Williams (swilliams@fh.az.gov); Tim Pickering (tpickering@fh.az.gov)
Subject: Minutes of TAC Meeting January 25, 2005
Attachments: Key Message.doc; Kick-off Agenda 012905.doc; Kick-off Program 012905.doc; Volunteer Opportunities.doc

Town of Fountain Hills Strategic Planning Technical Advisory Committee Minutes - January 25, 2005

Attendees: Janice Abramson, Curt Dunham, Henry Leger, Jim Hamblin, Mike Tyler, Bob Yordy, Tim Pickering, Shaunna Williams, Phillip Blackerby, Lynne Brown.

Mr. Pickering introduced Project Manager Phillip Blackerby and Facilitator Lynne Brown, of Blackerby Associates, Inc.

Reports

Mr. Blackerby reported on the status of the Communications Company procurement. An RFP was sent to five firms on Friday morning, January 21. At least three proposals are expected to be received by 3:00 p.m., Tuesday, January 25. A contract is expected to be executed by early next week.

Kick-Off Event

The Committee discussed the Tentative Agenda for the Kick-Off event on Saturday, January 29. Ms. Brown will prepare a brief "key message" sheet (attached Key Message.doc). An attachment contains the revised planning agenda (Kick-Off Agenda.doc); another attachment is a draft Program for distribution at the door (Kick-Off Program.doc). The formal program is expected to last approximately one hour; the last half-hour is for participants to sign up for committee work or communications, mingle and enjoy cake and refreshments.

Seven stations will be set up around the Community Center Ballroom. Each station will be staffed by a TAC member, who will explain the purpose of each station, and encourage participants to sign up, or discuss the SWOT process. An attachment (volunteer opportunities.doc) contains the text that will be on posters describing each station. The stations and the TAC members who will staff them are:

- Communications. Tim Pickering
- Speakers Bureau Jim Hamblin
- Youth Visioning Institute Curt Dunham
- Town Hall Event Planning. Bob Yordy
- Focus Groups Janice Abramson
- Public Participation list Phillip Blackerby, Lynne Brown
- SWOT. Henry Leger, Mike Tyler

The SWOT station will have Post-It note pads for participants to add their own issues to the analysis. Mr. Dunham is creating the SWOT poster contents.

Speakers Bureau

Bob Yordy has arranged for two Speakers Bureau events:

- Kiwanis Club: Thursday, February 17
- Rotary Club: Later in February, date to be announced

TAC Operations

2/14/2005

To ensure that the Town benefits most from each member, the TAC asks that each member write down the roles he or she would prefer to accept on the TAC, where his or her talents would make the most valuable contribution, and some idea of the member's time commitment to this process over the next year. Please reply to Mr. Blackerby (phillip@BlackerbyAssoc.com) with this information by end of day on Monday, January 31.

The members agreed that all press communications regarding the TAC activities and the strategic planning process should go through the Town Manager. When the communications company is on board, it may take over press relations activities.

The members agreed that two days is generally enough time to review materials prior to being asked to make a decision at Tuesday morning session. The consultants agreed to make every effort to provide meeting decision materials two days in advance.

The members agreed to meet every Tuesday morning, from 10:00 a.m. until noon, at least until the initial hump of work is completed. Later, the members may decide to meet biweekly instead of weekly.

Next Meeting

Members are encouraged to contribute items to each week's meeting agenda; please send items to Mr. Blackerby by end of day on Monday, January 31. Key items on next week's agenda (so far) include:

- Clarification of roles: TAC members, Town staff, consultants
- Interview list: size, names, assignment of TAC members to conduct interviews
- Communications company
- Review and Approval of Action Plan document (will be presented in calendar format)

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