



Leadership Goal Team Meeting Minutes

January 30, 2012

Phillips County Chamber of Commerce

Attendance: Kathleen Bell, Terrance Clark, Scinthya Edwards, Doug Friedlander, Bettye Hendrix, Julia Nordsieck, Shawn Payne, and Bernadette Messina.

Agenda

- Welcome and Overview
- Finalizing Priorities
 - The group approved the goals agreed-upon at the previous meeting (1A, 2, 4A, 4H, and 5B)
 - The group accepted the removal of the goals under tentative consideration (3F, 5A) after a report from Judge Bell that there was no leadership to move these forward
 - Doug Friedlander reported some confusion around the “Leadership 201” goal and as Len Walp was not there to discuss it, this matter was tabled
- Quarterly Goals & Next Steps (Committees)
 - The group broke into committees to create quarterly goals and next steps. See below for those.
- Bringing it All Back Together
 - Each committee reported back and took questions and input from the rest of the group before finalizing their goals and next steps.
- Wrap-up and Next Steps
 - The next meeting was scheduled for Monday, February 27 at 12:00pm at the Chamber of Commerce.
 - The meeting adjourned at 1:02pm.

Priorities and Goals

- **1A: Local Talent Pool** (Owner: PCCOC)
 - December 31, 2012: Achieve a total of 10 matches
 - September 30, 2012: Launch program and make at least 5 matches (not necessarily to 5 different persons)
 - June 30, 2012: Program is ready to run and promoted, including
 - All systems designed (e.g. how connections are made, communications preferences are established)
 - Program is promoted in June Chamber Newsletter (at the latest)
 - Program will be promoted at Chamber Banquet (if ready)
 - March 31, 2012:
 - Create spreadsheet / tracker
 - Get out email/letter to past enrollees with the following key messages
 - Thank them for signing up
 - Apologize for not having been in touch
 - Lay out new schedule for launching program
 - Remind them of their past commitment
 - Confirm they are still on board
 - Provide them with a contact person
- **2: Phillips County Volunteer Corps** (Owner: PCCOC)

- December 31, 2012: 500 person-hours of utilization, 80% volunteer satisfaction goal met, 4 orgs assisted by PCVC will have demonstrated their ability to effectively recruit and manage volunteers as evidenced by an evaluation from the PCVC director.
- September 30, 2012: 150 person-hours of utilization, 2 orgs will have met the aforementioned bar.
- June 30, 2012: 100 person-hours of utilization, 1 orgs will have met the aforementioned bar.
- March 31, 2012: 10 person-hours of utilization, explore possibility for having PCCUA structure/focus their student volunteering requirement on activities likely to lead to greater civic engagement and community leadership
- **4A: Youth Entrepreneurship program** (Owner: TC)
 - December 31, 2012:
 - ASSESSMENT: Make necessary adjustments from evaluations made at end of first session
 - Have dates for next session set in place
 - September 30, 2012:
 - Have first session underway
 - Documentation of class underway/progress report
 - Videos
 - Pro-forma report
 - June 30, 2012:
 - Secure funding
 - Have all relevant partners on board
 - Recruitment underway
 - Marketing plan roll-out
 - Long-term plan set in place
 - Develop evaluation metrics
 - March 31, 2012:
 - Have program selected/design
 - Generate community buy in/community meetings held
 - Develop funding model to help integrate program into Helena
- **4H: Leadership 101** (Owner: LW & DF)
 - December 31, 2012: Year 2, Part 1 is complete, assessment of % completion complete (Goal: 90%)
 - September 30, 2012: Recruit at least 10 participants
 - June 30, 2012: Redesign course, start promoting course, assess completion of Year 1, Part 2
 - March 31, 2012: Assess Year 1, Part 1, particularly % completion (Goal: 90%), highlight initial improvements (including Leadership 201 ideas)
- **5B: Voter Awareness Project** (Owner: WS & KB)
 - December 31, 2012: TBD
 - September 30, 2012: TBD
 - June 30, 2012: TBD
 - May 22, 2012: Roll out pilot version for Primary Elections
 - 5/15: Responses run in paper a second time
 - 5/8: Responses posted online and run in paper a first time
 - 4/4 : Meet to review responses
 - 3/16: Deadline for candidates to submit responses (may readdress at 2/6 meeting)
 - 3/2: Provide questions to candidates
 - 2/6: Planning meeting