



## **MINUTES**

### Steering Committee Meeting Minutes

Friday, December 9, 2011, 7:30 a.m.-9:00 a.m.

Washburn Tech

**Attendees:** Harry Craig (Co-Chair), Gina Millsap (Co-Chair), Dr. Jerry Farley, Mayor Bill Bunten, Erin Aldridge, Shelly Buhler, Doug Kinsinger, Janlyn Nesbett-Tucker, Tom Ellis, Jim Ogle, Marsha Sheahan, Roger Viola, Sally Zellers, Doug Sterbenz, Miriam Krehbiel, Bryon Schlosser, John Hunter, Anita Wolgast, William Beteta, Briana Holmes **Guests:** Eileen Caspers, Joseph Emmons

Gina Millsap Chaired the meeting and opened by welcomed everyone to the meeting.

Jim Ogle moved, Marsha Sheahan seconding that minutes from August 12, 2011 be approved. Motion carried.

William Beteta introduced Briana Holmes, Heartland Visioning's new communications coordinator/executive assistant. Holmes gave a brief introduction of herself.

Millsap gave an update on the Heartland Visioning's Foundation Chair meeting held November 2 (notes from the meeting are a part of the meeting packet pp. 4 - 7). Discussion followed. Ideas that were mentioned about going into the next year:

- Check in with Public
- Mentoring and Coaching project for new volunteers
- Go back to the visioning strategic plan and review, revise and refocus
- Re-engage the original volunteer base
- Improve communication with public
- Draft a multi-year timeline

The topic of Heartland Visioning governance was introduced using p. 8 of the meeting packet. Discussion followed. This topic lead to a discussion about how Heartland Visioning can move forward. Many ideas were thrown out:

- Define Administrative and Steering Committee Roles
- Define Structure of Heartland Visioning
- Put in place Bylaws and operating agreement

## **Actions:**

- Send out updated list of Administrative and Steering Committee Members.

Millsap lead the discussion about Foundation Teams and asking the chairs to review their respective foundation with their teams and provide a report back to the Steering Committee by February.

**Action:** The office will contact and work with the Foundation Chairs to set up their meets and compile a report.

Roger Viola drew a winner for the Topeka Community Foundation Card that he brought to give away to those in attendance.

Next Meeting: Friday January 13, 2012 Washburn Institute of Technology, Conference Center AB.

Meeting adjourned.