



**Meeting Minutes – Steering Committee**

Date: June 28, 2016

Time: 10:30 a.m. - Noon

Location: Prior Lake City Hall

**Work Group Members:**

Josh Berg		Tim Dittberner		Dave Frazier	X
Rick Keeney	X	Judy Mack	X	Mike McGee	X
Sakinah Mujahid		Kathy Nielsen	X	Jamie Thelen	X
Jon Ulrich		Jane Victory		Jane Wiley	X

**Staff Members:**

Tracy Cervenka	X	Renee Christianson		Brad Davis	X
Lisa Freese	X	Jake Grussing	X		

**Agenda Item 1: Updates from Working Groups**

As these were given at the June 14<sup>th</sup> meeting, there are no new reports.

**Agenda Item 2: Review and Discuss Draft Charter**

Brad Davis reviewed the Draft Charter that was distributed. He talked about the purpose of a Charter, which is to put forth the purpose, scope, and principles of a project. He really sees two distinct audiences for this Charter – the Steering Committee and the SCALE Executive Committee.

After reviewing the document, the group provided input and discussion regarding:

- An aspirational statement in the vision (page 5)
- If there should be measurements within the Charter. The need overall to have metrics in place – to establish both baseline data and attainable goals.
- The need for an appendix listing definitions (i.e. SCALE, CDA, Collective Impact terms)
- The potential addition of outcomes either within the document or in a separate document
- Incorporating the tie of the pillars to the vision in the Charter. Expand on why this effort is important to long-term growth for all aspects of the community.

- On page 7, move the bullet “support alignment” to the role of the steering committee rather than the role of the Backbone (SCALE)
- On page 7, SCALE should be listed as the sponsor rather than the backbone

**Agenda Items 3 & 4: Review Group Meeting Planning; Comparing and Aligning Action Plans**

Jake Grussing initiated discussion of the value in bringing together all of the Steering Committee and Working Group members periodically. The group agreed that a ½ day session would be a good amount of time for this type of meeting. The group agreed to discuss timing of this meeting (October or January were suggested) at the August Steering Committee meeting - - after the Chairs of the Working Groups attend the July meeting and give information to the Steering Committee about their status and plans.

The next meeting is scheduled for Tuesday, July 26<sup>th</sup> from 10:30am–Noon; Prior Lake City Hall.