

**Strategic Task Force Minutes**  
**August 16, 2011**

- Attendees: Patty Miller, Phil Dodson, Anthony Thompson and Nadine Day.
- Minutes from the August 9th meeting were approved with proposed edits. Patty to send edits to Jill for submission to USMS website.
- The task force discussed the strategies that had been circulated with edits from the last meeting and e-mail communications afterward. Only minor changes were suggested during the meeting. Patty will circulate the new versions to the task force.
- The group discussed the format for the strategic planning document. The task force has agreed throughout the process that the document should be concise. The group discussed a 5-7 page document that will include an introduction that lists the strategies; the mission, vision and values; explanations of the strategies; and measures for success. Patty will prepare a first draft and circulate it for comments. A one-page executive summary will be created subsequently.
- Prior to the meeting, Phil had drafted a diagram showing linkage between the inputs to the strategic planning and the strategy outputs. The group liked the concept. Anthony suggested using the USMS vision as the endpoint for the diagram. Phil will continue to develop this visual depiction and Nadine will help him put it into a format that can be used for demonstrative purposes.
- Anthony will create a spreadsheet that compares the 2007 strategies to the 2012 proposed strategies.
- There is a time scheduled during the upcoming convention for a BOD task force. However, the task force members have other meetings that conflict with that time slot. The group will remain flexible and find a time to meet if necessary during convention.
- Next Meeting
  - Monday, August 22nd; 8:00 p.m. EST