

**APPROVED MEETING MINUTES**  
**Strategic Planning Workshop**  
**February 13, 2025**  
**1:00 PM – 3:00 PM**  
**Community Center & Zoom**

**Commissioners Present:**

K.Stevens, *Chair*

G.Murphy, *Treasurer*

S.Malinowski, *Secretary*

D.Burnham

M.Doyen

**Staff Present:**

J. Theodore, *Operations Supervisor*

*The meeting began at 1:05 pm*

We discussed the terminology used in strategic planning:

- **Vision:**  
The big picture, inspirational idea of where you want to be in the future.
- **Mission:**  
The organization's core purpose and reason for existence, outlining what it does to achieve the vision.
- **Goals:**  
Specific, measurable targets that need to be accomplished to reach the mission.
- **Actions:**  
Individual tasks or steps taken to achieve the goals.
- **Strategy:**  
The overall plan or approach to achieve the goals, including key tactics and resource allocation.
- **Implementation:**  
The process of putting the strategy into action, executing the plan.

We reviewed the 2022/23 Strategic Plan, pointing out what has been accomplished and what still needs to be carried forward.

We reviewed the 2017 Strategic Plan and associated actions identified in the 2019-203 Local Solid Waste Management Plan.

We brainstormed Strategic Plan topics moving forward, covered the back wall of the conference room with post-its of topics and action items, and began to sequence them over a 5-year period.

We will meet as a subcommittee on 02.27.25 to continue the brainstorming process with the goal of getting something into a matrix/Gantt chart form.

**A motion by M.Doyen? to adjourn the meeting at 3:05 was duly seconded by G.Murphy ?.  
On a vote of 5-0, the motion carried unanimously.**

Respectfully Submitted by,  
Kate Stevens

Tuesday, February 18, 2025