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## 2020 01-31 PACIF Strategic Planning Committee Meeting Minutes

**PACIF Strategic Planning Committee Meeting  
Friday, January 31, 2020, 10 a.m.  
VLCT Offices, Montpelier, Vermont**

### Minutes

**Committee Members Present:** Carl Rogers, Jared Caldwell, Jerry Storey, Joshua Powers, Neal Fox

**Staff Present:** Joe Damiata, Maura Carroll, Jeremiah Breer, Fred Satink

**Others Present:** Michael Kilfoyle, Hickok & Boardman HR Intelligence

The meeting was called to order at 10:01 a.m. by Carl Rogers

Upon motion (Storey/Powers) duly adopted, the Committee voted unanimously to approve the agenda.

Upon motion (Powers/Storey), the Committee discussed appointing Carl Rogers as the Committee Chair, who suggested that Jerry Storey would be an appropriate chair, with his keen interest in strategic planning. The motion was withdrawn.

Upon motion (Caldwell/Powers) duly adopted, the Committee voted unanimously to appoint Jerry Storey as the committee chair.

Joe Damiata provided a brief overview of the plan for the day and turned the meeting over to Michael Kilfoyle who served as facilitator to lead the committee through the process of strategic planning.

The process consisted of two major elements:

1. a review of the existing mission, vision, and value statements to determine whether they were still appropriate and met the current purpose and core beliefs of PACIF from the committee's perspective; and
2. brainstorming exercises that included a SWOT analysis and two environmental scans.

The committee accepted the existing mission statement without changes and provided some revised

language for the vision statement, some additional descriptive words for the value statement, and asked staff to incorporate these into drafts for review.

Next the Committee divided into three groups including staff, and completed a SWOT analysis, identifying strengths, weaknesses, opportunities, and threats. Results of the analysis were captured on flip charts.

The Committee again divided into three groups, including staff to complete two environmental scans and identify the challenges PACIF members face and how the Trust can help address some of the challenges identified. Results were captured on flip charts.

The day closed with additional discussions about the types of elements that should be incorporated into the strategic plan, Michael Kilfoyle distilled all the information into some common themes.

The committee requested staff to review the information from the meeting and use it to draft an initial strategic plan for review. The committee agreed to meet on March 27, 2020, immediately following the conclusion of the PACIF Board meeting on that same date. Staff will provide draft documents for committee review well in advance of that meeting.

Upon motion (Powers/Rogers) duly adopted, the Committee voted unanimously to adjourn the meeting at 1:27 p.m.

Respectfully submitted,  
Fred Satink, Assistant Secretary

**Board Meeting Date:**

Friday, January 31, 2020

**Resource Category:**

- Minutes
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