Quality Council Meeting

June 21st 2011
2:00 PM to 3:30 PM

Meeting called by:	Bruce Moses/Laura Cates	Type of meeting:	Feedback on Goals Document for Cabinet
Facilitator:	Laura Cates	Note taker:	Claudia Tonihka
Timekeeper:	Laura Cates		

Attendees: Laura Cates, Bruce Moses, Claudia Tonihka, Christy Reynolds, Melody Marcks, Brooke Holt, Lisa Anderson, Pam Nash, Amber Holloway, Todd Kitchen, Steve Gates (guest), Ricky Tompkins (guest)

Agenda

Item	Person	Time allotted:
Welcome	Bruce	5 minutes
Intro for Feedback Activity	Bruce	10 minutes
Feedback reminder for Goals document	All	75 minutes
Identify Strategic Goals for the Institution– in groups	All	20 minutes
Discussion	All	15 minutes
Identify were remaining Goals align with Strategic Goals	All	15 minutes
Individually (not in groups) rank Goals by priority	All	15 minutes
Next steps	Bruce	10 minutes

Minutes

Welcome & Intro of Activities	B. Moses	15

Meeting called to order and attendees divided into 2 groups for the Goals review activities. Bruce Moses reviewed the planned activities to identify the Strategic Goals within the Goals document and rank them by priority.

Goals Document	Council Members	75

Identification of Strategic Goals: Each table through discussion reviewed each Goal and came to a consensus as to which of the 17 Goals where Strategic. Additionally each table determined where each non-strategic goal aligned under those determined to be strategic. Once a consensus was reached at the tables, the groups shared their findings and came to a consensus as the Council.

Conclusion: 7 Goals identified as strategic with an 8th to be refined by Cabinet. Additionally, Goals 3 & 4 were recommended to be merged. The remaining Goals were aligned with the 7 strategic goals.

Ranking of Strategic Goals by priority: Each QC member individually ranked each of the 7 identified strategic goals (1 to 7). Rankings were given to Claudia to collate.

Conclusion: Those present want to include input from members not present at today's meeting. See Action Items below for details.

Action items: Those members not present will be sent the ranking form to complete. The absent members will send the completed ranking form to Claudia Tonihka by **June 27th**.	Person responsible: Laura Cates Absent QC Members	Deadline: 1 Day 5 Days
Claudia Tonihka will collate the rankings and forward to Bruce Moses and Laura Cates for presentation to Cabinet.	Claudia Tonihka	1 Day

Other	All	5

Discussion: Meeting Adjourned.

Conclusions: Next meeting in 2 weeks

Action items:	Person responsible:	Deadline:

Additional Information

Specific notes regarding wording of the Goals:

1. Recommend changing "Planning" in goal 4 to "Institutionalize"
2. Recommend changing "Strengthen" in goal 9 to "Diversify and strengthen"
3. Recommend wordsmithing goal 16 to improve clarity

NOTE: The 8th strategic goal will focus on Branding and will combine goals 5, 6, and 10.