Fluvanna Leadership Development Program

**Class Project Executive Committee Meeting**

Monday, 12/8/14

6:30 – 8:30 PM, Cuppa Joe’s

**Attendees**:

Jackie Bland; John Down; Mark Dunning; Amy Kirchner; Valerie Palamountain; Rick Parkington

**Unable to Attend**:

Jennie Shuklis; Paty Saturnye

**Meeting Notes**:

1. Executive Committee Responsibilities
2. Provide guidance and direction to the Committees
3. Develop and track budget and schedule
4. Coordinate with FLDP Steering Committee
5. Secretary for the Executive Committee: will be rotated among the committee members. Mark Dunning agreed to assume the duties for the first meeting.
6. Objective & Strategies for the Class 12 Project
   1. Objective: Provide a venue for non-profits and residents to foster volunteer opportunities to benefit Fluvanna County
   2. Strategies:
      1. Highlight FLDP contributions to the county through a signature event which can be perpetuated as desired by subsequent FLDP classes/FLDP Steering Committee, Fluvanna County or other organizations.
      2. “Right size” the March 21st venue: develop screening criteria for selecting participating non-profits
7. Activities, Assignments and Schedules for the Committees
   1. Develop a plan and list of required tasks with target completion dates
   2. Provide a list of dependencies and touch points with other committees and outside influences.
   3. Identify resource requirements/costs associated with each Committee’s tasks and schedule.
   4. Identify support/input requirements from the FLDP Steering Committee for insights or specific skills.
   5. **Deliver and brief a draft of each Committee’s plan at the 18 Dec FLDP class meeting**.
8. Activities, Assignments and Schedules for the Executive Committee
   1. Develop Executive Committee required task list/milestones, assignments and schedules.
   2. Develop agenda for the Event.
   3. Coordinate with **Rudy** to get further clarification of expectations regarding scale of event, resource availability, etc. and with **Steve** to identify how Fluvanna County can help – John
   4. Consolidate and integrate budgets prepared by Committees – Mark
   5. Consolidate and integrate tasks lists, assignments, and schedules prepared by Committees – Rick
   6. Coordination with FLDP Steering Committee – Valerie
   7. Evaluation and preparation of lessons learned for subsequent use.
9. Guidance and Direction for Committees
   1. General: Each committee should assign one person for coordination/liaison to each committee.
   2. Logistics
      1. Floor plan, layout, AV support
      2. Day-of-event logistics schedule
      3. Day-of-event support (set-up, take-down, etc.)
      4. Fulfillment of ordering and availability of handouts/leave behinds as coordinated with Marketing.
   3. Marketing
      1. Name the event – something catchy that captures the theme/objective in a compelling way.
      2. Branding/logo tagline
      3. Identify handouts/leave behind
      4. Publicity requirements
   4. Coordination
      1. Plan to contact high school, security, emergency, police
         1. Explore possibilities of using HS resources (culinary department, music department, etc.) to provide support for the event.
      2. Develop right-size screening criteria
10. Next Executive Committee Meeting: Tuesday, 30 Dec, 6:30 – 8:00 PM, Cuppa Joe’s.