

## HLA Strategic Planning Meeting

### Minutes

December 8, 2016

Bettianne convened the meeting at 2:30 p.m.

Present at the meeting: Bettianne, Melanie, Mike, Anni, Amber, Lynn, Sean

Members reviewed the minutes from the November meeting and Bettianne disseminated a new DRAFT strategic planning format for discussion. The new format follows the form of the SBAC Strategic Plan, but does not include as many categories.

Members reviewed the DRAFT document by Goal area to determine if any items were missing and to refine the wording for each goal.

It was agreed that Bettianne would send the DRAFT out a week prior to the next meeting for everyone's review. Members agreed that the next steps include:

1. Continue refining as we proceed
2. Complete the cost estimates for the items within the goals
3. Prioritize the items within each goal
4. prioritize the goals
5. Set timelines for achieving each goal

Meeting adjourned at 4:30 p.m.

Next meeting: Thursday, January 12, 2017, at 2:30 p.m.