Strategic Planning Committee Minutes
Tuesday, September 6, 2016
1:00 p.m.

1. Call to Order: 1:05 p.m.

2. Attendance / Introductions: Bradley Chaplin, Rachael Birgy, M.R. Gillooly, Lorraine Wolcott, Marilyn Coville, Lynnette Cervone

3. Public Comment: None

4. Unfinished Business

    a. Feasibility Interviews
        i. Review List – Changes were made to the list to identify other potential individuals to interview.
    b. Feasibility Letter – Deadline, September 30, 2016 – The Communications/Marketing group will have a draft of the invitation letter complete by this day.

5. New Business
    a. Feasibility Respondents
        i. Addresses – Deadline, September 30, 2016 – Bradley will have Jackie combine the addresses currently identified on the pre-feasibility list with the feasibility list. She will also research the other names to gather addresses and phone #'s. Marilyn Coville stated she will assist with the list by sharing her friends database.

6. Other Business: None

7. Action Items: **Lynnette** – share database information with Bradley. Status: This information was emailed to Bradley on 09/07/16.
   Jackie – compile addresses of potential feasibility respondents.
   Rachael – complete draft of invitation letter.

8. Adjournment: 1:52 p.m.