



Master Plan Committee Meeting

Tuesday, January 15, 2008 3:00 – 5:00 pm

Santa Cruz County Office of Education, Business Services Conference Room

Minutes

Members Present: Sandy Davie, Ellen Murtha, Jody Pemberton, Wilma Gold, Carole Mulford.

Facilitator: Diane Oyler, CCPC Coordinator

I. Welcome and Introductions

Sandy called the meeting to order at 3:05 p.m. All present were welcomed.

II. Alumni Breakfast Logistics:

- 10 confirmed
- SCCOE will set up room for breakfast
- Will blow up principles for breakfast
- Flowers for tables – Wilma will bring
- Members to help set up
- Table clothes etc.
- Need extra collaboration forms
- Name tents for Alumni
- Staff available to take notes via lap top
- Post It's and highlighters available
- Name tags
- Committee members need identifiable = Name Tags with ribbons
- Chevron room set up

III. Master Plan Alumni Agenda Development

- **8:30 Breakfast and Networking - Committee members meet and greet**
- **8:45 Welcome and Introductions – Carole & Diane**
Welcome Alumni and Friends and introduce the committee and participants
Recognize Alumni who developed the original Master Plan
Ask for name and were you involved with developing the original Master Plan
- **9:00 Purpose of Meeting – Wilma & Sandy**
- Overview of agenda and logistics of the morning
to mention the forms etc.
Identify collaborators, identify gaps, get buy in from Alumni and Friends
on content and concept edits and in addition use implementation form.
Review input form from Sonoma County – Cathy Simmons
Ask what Alumni have been involved with in the past? Put a star next to the
strategy that excites Alumni.
Follow Up - will send copies of input sheets with stakeholders and
implementation form
- **9:05 Overview of Master Plan Power Point - Ellen M.**

- Diane send Power Point to Wilma and Ellen
- **9:10 Review and Discuss Master Plan Provide Feedback – Wilma & Sandy**
- Need to keep participants on task
- Will go through every principle asking comments = input staff add to computer and use edit text function
- Master Plan editing on content and context only
- Identify community organizations
- Identify gaps – discuss first
- Add Page numbers to Master Plan- Diane
- Numbering need to be on pages – Diane
- Alternate the Principles between Sandy and Wilma
- **10:20 Conclusion - Wilma & Sandy**
- Ask for feed back on presentation on involvement form
- Share email addresses
- Collect workshop evaluations

IV. Role of Committee Members at Breakfast

- Discussed in Master Plan agenda

V. Review of Master Plan PowerPoint

- Send to Wilma and Ellen

VI. Alumni and Friends Evaluation Process

- Will include a evaluation question
- Sandy will develop Master Plan feed back and input form

VII. Presenter Preparation Support

- Discussed with Diane, Carole and Cathy.

VIII. Agenda Items for next meeting

- Review Master Plan feed back
- Develop stakeholders focus group
- Set the date for input session and logistics
- Look for potential room bookings in April 2008 – Friday April 11, 2008
Book Room from 8:30 – 10:30 am Continental breakfast will be served

IX. Adjourn

Meeting adjourned at pm.

Next meeting Tuesday, February 19, 2008, Business Conference Room
