

## FALL 2020 Sigma Tau Delta Board Meeting

Strategic Planning Committee

Thursday, September 24, 4:00 p.m.

### MINUTES

1. Survey participation was at 239 responses: 107 students/alumni, 27 current Board members, 12 past Board members, 70 chapter advisors, and 13 others
2. Committee looked at sorted data, from raw number provided by Natasha, as well as the beginnings of analysis.
  - a. Strengths/weakness questions with low ratios are of interest.
  - b. Improvement questions with high ratios are of particular interest, especially where they overlap with low ratios in the same category for strength/weakness.
3. The date and simplified plans for the Strategic Planning retreat will be announced at the Friday Board meeting.
  - a. The retreat will be **Saturday, December 12, 2020**
  - b. Select Board members will be invited to participate.
  - c. The Committee reviewed the tentative timeline below:

Nov. 7	Strategic Planning Committee continues to review significant results from survey (after having discussed all results at the Fall Board meeting). Committee creates the final list of topics for sub-committee work
Nov. 14	Shannin sends topics to individuals, with guided questions for preparing for sub-committee work.
Nov. 16 - Dec. 2	Sub-committees meet, discuss responses, refine topics, and propose possible goals, measures, and outcomes
Dec. 12	Strategic Planning Retreat. Sub-committees share results and proposals. Entire Board meets to discuss the recommendations
Early January	Strategic Planning Committee creates 2021-25 Strategic Plan Draft, to be voted on at the Spring 2021 Board Meeting.

**Steinberg** proposed setting up two meetings of the Strategic Planning Committee at the start of October and November, in advance of the November 7 deadline for the final list of topics and questions for sub-committees. **Schroeder** will send the information to designated committees, to be returned before the December 12 meeting.

4. New Business

**Fitzpatrick's** recommendation, based on her experience with the 2015 retreat: be specific about how to report that data in a specific way. Make a form for committees to use when reporting back.