

ADC50 Strategic Planning Meeting

(General notes and comments from the meeting are at the beginning of this document. Comments that are on specific sections of the Strategic Plan follow).

I. Background from Kate

3-5 years from TRB

we have good track record from past plan

guide to what the committee does each year and for long term

Question: Is there a format from TRB?

Answer: Not that anyone knows of.

Things to watch out for on TRB's behalf

our plan gets reviewed by TRB

the committee doesn't instruct groups to do things

no determinations on issues

suggest policy and suggest ideas but its not a directive to anyone

BREAK TO REVIEW

Bob Newberry took over chairing the sub committee; Kate continued as facilitator

“Strategic planning is good but its like PowerPoint presentations - it can go wrong in a number of ways.”

Current plan is too much -

We need to look at what is possible and what can we do and what can't we do.

Kate - TRB encourages newsletters/websites

newsletters are well received

how to get the newsletter out?

how often to send them out?

anything to do with research

special conferences

native American issues, significance...

every 5 years or so TRB sponsors a research conference -

large environmental meeting to brainstorm research

questions and problem statements. this is to create

proposals for NCHRP.

Question - how does our strategic plan compare?

Answer - good. its been used as a template by other committees.

Things to focus on:

what has been accomplished?
what do we hope to accomplish?
what are our goals?
how do our current goals fit into the previous strategic plan?

how is the friends list set up? how do we update?
how do we maintain contact and work between meetings?
need to build in accountability

Question - does TRB hold us accountable?

Answer – Yes. Through the tri-annual review of committee by TRB

TRB uses the strategic plan to evaluate what we have and have not done

II. Overall issues seen within the strategic plan

A. need to update the list of cultural resource professionals (directory)

Who does what in cultural resources?

List of tribal contacts (Reid)

THPOs

BIA -roads (Reid)

Some feel that almost all of the goals in the previous plan are still active and should be priorities.

III. Kim Fisher (TRB)

A. issue of getting research out to professionals. that the research is there but there isn't as much dissemination as is necessary

1. tri-annual strategic plan (not evaluation)
2. no one has done one yet
3. concern with a vision of where the committee needs to go and a game plan for getting there
4. no form for strategic plans or what they need to look like

B. consolidate available research and disseminate to people.

1. can we put it in the newsletter? Goal 4 in current strategic plan.

STRATEGIC PLAN

I. Goal 1 Task 1

- a. committee management
- b. strategic planning sub-committee
adc50(2) formal committee?
establishing sub committees
getting things done -

sub committee mission statements

- c. regular conference calls
 - d. issue of accountability?
 - e. maintain information
 - f. committee/TRB - who we are/what is important/why we do it
 - friends vs. members
 - g. develop protocols for subcommittee
 - protocol - what is expected of members?
 - goal task 2
 - h. point of membership
 - too homogenous - not enough outside of archaeologists and buildings people
- II. Goal 1: issue of friends
- a. how do you keep them active?
 - b. how do you maintain the list? maintain and recruit.
 - diversify of friends to include: professional, environmental, engineers, other environmental, young members, international
 - c. expectation of Members of the committee - attend at least one other committee meeting as a liaison
- III. Goal 1:3 - subcommittees
- a. need to set goals and mission statements
 - 1. PROGRAMS - has a goal for advanced planning
 - specific tasks needed to get to the three-year plan
 - what needs to get done to reach the goal and mission statement
 - who is on the subcommittee
 - 2. PUBLIC OUTREACH - everything we do is public outreach. each subcommittee is its own public outreach. goal should be to coordinate all of the public outreach.
 - 3. PUBLIC EDUCATION AND PUBLIC INVOLVEMENT
 - should be separate committees?
 - 4. NEED TO DO STRATEGIC PLANNING UNDER SUBCOMMITTEE SECTION
 - ASSES THE MISSIONS AND FUNCTIONS OF THE SUBCOMMITTEES
 - When: at the committee meeting
 - Each subcommittee can provide its own mission statement, objectives, tasks, etc...how the strategic plan of the committee affects each sub committee
 - set deadline that it must all be done by the summer meeting
 - 5. How do we train our new committee chairs/individuals to take over and run with committee...
 - a. VICE-CHAIR?

Is this an official committee?
the need is for more help?
need to improve our accomplishing tasks and our
accountability]

IV. Goal 1:4 - ad hoc committee

- a. another environmental meeting for section for research topics -
environmental needs conference
 - new brochure
 - what is the funding for our outreach?
 - new posters
 - outreach to local universities/colleges to an informal meeting
 - what is the distribution of the brochure/poster
 - web conferencing

V. Goal 2:1

- a. maintain directory of professionals - update regularly
 - tribes
 - BIA roads
 - delete line regarding directory

 - do we need the list?
 - who is responsible?
 - is there redundancy with another group?
 - is this something we should drop?
 - Assess the need for the Directory - GOAL

VI. Goal 2:2

- a. define the current constituency and audience of our sphere of activities
 - mailing list - update for the summer meeting announcements/brochures/etc
 - 1. newsletter - maintain
 - 2. website - maintain
 - need information
 - need to update regularly
 - issues/feedback
 - 3. publishing CDs
 - rotate papers off of website
 - issue of cost

VII. Goal 3:1 Liaison with other committees

- a. WHAT IS THE MOST EFFECT WAY TO DO THIS?
 - is this part of programs or out of outreach?
 - should this be a subcommittee? does it fall under the
committee as a whole?
 - hit list of committees?
 - for sessions/meetings/themes/etc

- VIII. Goal 5:1
 - a. Marketing issues listed above.
CAN THIS BE ROLLED INTO OTHER GOALS
teleconferencing... only useful when we have a purpose can go
under ad hoc committees

- IX. GOAL 1 now under Goal 3

- X. Goal 5:2 - eliminate

- XI. Goal 5:3 NEWSLETTER
Moved to Goal 2:3

- XII. Goal 5:4
Webpage issue has already been resolved. See Goal 2:3
Goal 2:3

- XIII. FOLD GOAL 5 INTO GOALS 2 and 3 "Dissemination of information..."

- XIV. Goal 5:5 – now under the earlier marketing of committee

- XV. Goal 6:1
Change into Goal 1
rewrite to include **NEW AND EMERGING ISSUES**
remove the task under 6:2