






Ronald McDonald House Strategic Planning Committee Minutes

Date: January 12, 2022; 3:00 – 4:00 p.m.

Attendees, Kyle Nondorf, Kathy Kostrivas, Kelly Ruppel

Meeting Objectives

1. Complete 1st Meeting Toolkit Checklist
2. Develop strategic planning roadmap/timeline
3. Develop plan to get data necessary to drive decision making for 3-year plan
4. Finalize meeting dates/times

Agenda Topic	Discussion	Next Steps/Recommendations
Tool Kit Checklist Review  1st Meeting Checklist	Meeting checklist was reviewed. The following items were discussed: <ul style="list-style-type: none"> Nomination & Vote Committee Chair Review & Finalize Draft Committee Charter (attached below)  Strategic Planning Charter DRAFT	Kathy Kostrivas accepted nomination Committee chair will be Committee charter was reviewed. The draft was accepted as written. Timeline/road map draft will be adapted as needed.
Finalize 2022 Strategic Plan	 2022 RMHC Strategic Plan DRAFT	The attached plan will be voted on @ January 26 th Board Meeting
Data needs based on 2021 retreat	Team discussed how/where to obtain the following data requests based on 2021 retreat: <ul style="list-style-type: none"> High level hospital patient data from key partners for diversity goal setting Need to implement new Guest Services system in Spring 2022 – there will be more abundant data available with implementation of that system. Kelly clarified that family room diversity goal will be based on SSM data; House diversity goal will be based on AFCH/UW Health diversity data. She also recommended that Community Needs Assessment would be helpful for review/have speaker to discuss at retreat. Currently diversity data collection is difficult to get. Kyle recommended that Kelly help create data collection “ask” and he would help move the data collection request	 Kelly will acquire Community Health Needs Assessment as part of data collection needed for retreat Kelly will follow up with Kyle for diversity data collection requests.

	forward at SSM. That same data collection letter could then be used for UW Health diversity data collection request.	
Identify possible dates for retreat	<p>Team discussed dates for Spring retreat. Dates under consideration noted below. Would format in 2.5 days – shorter day on Friday.</p> <ul style="list-style-type: none"> • Apr. 27 – 29 • May 4 – 6 	Kelly will create Doodle poll to send to board members determine retreat date.
Next Meeting Assignments/Agenda	<p>Agenda</p> <ol style="list-style-type: none"> 1. Review retreat date doodle poll feedback 2. Discuss retreat agenda topics & possible external speakers 3. Address any community member, additional talent needed for this committee (i.e., project management) 	Consider external speaker for retreat to address Community Health Needs Assessment, Board Development
Next meeting	Next meeting is Wednesday, February 9, 2022	

Strategic Planning Goals

1. Finalize 2022 Strategic Plan
2. Plan 2022 Board Retreat
3. Review Drafts of 2022-2025 Strategic Plan
4. Monitor Implementation of strategies and metric accomplishments