**Ronald McDonald House Strategic Planning Committee Minutes**

**Date:** February 9, 2022; 3:00 – 4:00 p.m.

**Attendees**, Kyle Nondorf, Kathy Kostrivas, Kelly Ruppel

**Meeting Objectives**

1. Check in on 2021 Strategic Plan and Metrics
2. Review rough draft of board retreat agenda
3. Determine final date, time, and retreat format

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| **Agenda Topic** | **Discussion** | **Next Steps/Recommendations** |
| **Review/approve 1.12.2022 minutes**  [*https://www.rmhcmadison.org/document/1-12-2022-strategic-planning-committee-meeting-minutes-final-version/*](https://www.rmhcmadison.org/document/1-12-2022-strategic-planning-committee-meeting-minutes-final-version/) | Minutes from 1.22.2022 meeting were approved as posted on portal. |  |
| **2021 Strategic Plan Dashboard – Metric Tracking**  [*https://www.rmhcmadison.org/wp-content/uploads/2022/02/2022-Strategic-Plan-Dashboard\_2.4.22.pdf*](https://www.rmhcmadison.org/wp-content/uploads/2022/02/2022-Strategic-Plan-Dashboard_2.4.22.pdf) | Attached strategic plan dashboard metric tracking document was reviewed and discussed. | Recommend: Strategic plan dashboard metric document to be reviewed at Board and Executive Committees at least quarterly. Add Board Committee accountability to dashboard. |
| **Discussion: Retreat Planning** | * 1. **Draft agenda was reviewed and discussed.**   [**https://www.rmhcmadison.org/wp-content/uploads/2022/02/DRAFT-April-Board-Retreat\_high-level-v1.pdf**](https://www.rmhcmadison.org/wp-content/uploads/2022/02/DRAFT-April-Board-Retreat_high-level-v1.pdf)   * 1. **Retreat Plan/Agenda**       1. **Length of retreat** – Team suggested that 2-day agenda would meet the strategic planning retreat objectives.      2. **Spa/golf activity**: Team discussed options for Retreat Activities and whether they’d be included in retreat or “on your own.” Team supports spa/golf activity “on your own,” versus including as part of retreat activities.      3. **Networking/evening gathering**: Wednesday evening after retreat agenda would include dinner/networking time.      4. **Call-in option**: Team discussed virtual option and does not support call in option due to logistics and need for full attention and discussion.      5. **Homework/feedback needed from members prior to meeting (those present and those unable to attend): Recommended assignments:** * TBD - Board Governance Article * RMHC Global Strategic Plan * RMHC-Madison 2022 Strategic Plan * RMHC-Madison 2022 Strategic Plan Dashboard * Community Health Assessment Report * RMHC Marketing Research Information   + 1. **Finalize dates/time**: April 28th and 29th full day agenda is recommended based on board/staff member availability.   1. **Develop plan to review/recommend location for retreat**   Team discussed options for retreat location  [*https://www.rmhcmadison.org/document/2021-venue-grid/*](https://www.rmhcmadison.org/document/2021-venue-grid/) | Suggestions/follow up on high level agenda:   1. Retreat speakers – Governance Expert from Global and Diversity/Inclusion Expert from United Way 2. Reduce time on agenda related to Rockford – use 1 hour to give historical perspective and Global process for approving new House/Family Room 3. Exclude financial data review/education at retreat 4. Brand awareness data – what is available from Global and what is available from McDonald-Schaefer? Kelly to follow up with McDonald Schaefer regarding data that was gathered for RMHC-M Building on Hope Campaign.   Agenda/retreat plan will be finalized at the March 9th meeting.  Retreat plan will be shared at the February 18th Executive Committee  Deferred to next meeting for discussion  Team recommended 2-day event and supports a cost-effective option - Heidel House and Local options with expense no greater than $10k |
| **Next Meeting Assignments/Agenda** | **Next Meeting is March 9, 2022**  **Agenda Topics:**   1. Finalize meeting agenda & retreat plan 2. Finalize retreat pre-work |  |

**Strategic Planning Goals**

1. Finalize 2022 Strategic Plan – done @ 1.26.2022 meeting
2. Plan 2022 Board Retreat
3. Review Drafts of 2022-2025 Strategic Plan
4. Monitor Implementation of strategies and metric accomplishments