

Strategic Planning Committee
Community Relations Working Group

October 31, 2014 Meeting Minutes
Hammond Rm 314 @ 3:30pm

Committee Attendees: Elizabeth Walsh (Chair), Nicholas Capasso, Robert Carr, Christopher Hendry, Renée Scapparone Absentees:, Jessica Augat, Daniel LaFond, Karen Leary, Jannette McMenamy, Megan Pierce, Joshua Spero

Guests: Marc Dohan (Twin Cities CDC), Nancy Yasko (Alumni)

Meeting called to order at 3:34pm

No attendance sheets for the October 31st meeting were distributed to be signed by all committee members in attendance for the meeting.

Minutes of the October 24th meeting were reviewed; motion to accept by Renée Scapparone and seconded by Robert Carr; unanimously approved.

Discussions:

The meeting was called for the primary purpose to review and approve the final draft of the committee's white paper prior to submission to the SPC. During the meeting, Elizabeth Walsh noted that the amendments that were discussed during the October 24th meeting were made to the v2.0 draft of the white paper.

- Recommendations were made by R. Carr for the following grammatical changes to be made:
 - p. 3 sect. II part b. *assess* spelled incorrectly
 - p. 3 sect. II part e. untapped communities need to be replaced by *underserved populations* (E. Walsh noted this SPC recommendation)
 - p. 4 sect. III 1st statement inextricable should be *inextricably*
 - p. 4 sect III part a. ii. No capital "D" in day-care
 - p. 4 sect III part b. ii should read *This may include:* <insert colon after include>
 - p. 4 sect III part b ii 1-4 should have a semicolon at the end of each sentence
 - part 4 sect III b ii 5 should have a period at the end of the sentence
 - also noted throughout the document should be consistent with the ending of all bullet points either use or not use a period at the end of each sentence (point)
 - also noted throughout document should only capitalize the "u" in university only when in used with Fitchburg State; otherwise any reference to university should not have a capital "U".

The committee reviewed these recommended amendments to the v1.0 draft of the white paper.

R. Scapparone made the motion to accept the white paper with the recommended amendments for submission to the SPC; motion seconded by C. Hendry; unanimously approved.

C. Hendry expressed to the committee that he hopes that we will all continue to be committed to the efforts and implementation of our white paper after the final strategic plan is completed and communicated to all.

ACTION ITEMS:

- Elizabeth Walsh will submit the final [draft] white paper to the SPC on the committee's behalf by the required deadline.

NEXT MEETING: TBA!

Meeting adjournment at 3:44pm

Respectfully submitted by,
Renée Scapparone