



PLANNING & PROGRAM DEVELOPMENT COMMITTEE

MEETING

November 11, 2010

Reference Agenda Item #4

PLANNING & PROGRAM DEVELOPMENT COMMITTEE MEETING

7:00 P.M. - Thursday, October 14, 2010

ADVOCAP Office

19 West First St.

Fond du Lac, WI

MEETING MINUTES

**PRESENT:** Connie Anderson, Tom Dornbrook, Gus Garcia, Sister Caryl Hartjes, June Kriegel, Mike Norton, Shirley Ries

**ABSENT/** Will Albrecht, Natalie Lambert, Ellen Mielke, Gus Mueller,  
**EXCUSED:** Travis Swanson

**STAFF:** Tony Beregszazi, Michael Bonertz, Linda Wheeler

**CALL TO**  
**ORDER:** The meeting was called to order by Chairperson Tom Dornbrook at 7:05 pm

**ROLL CALL:** Roll call was taken and a quorum was present.

**AGENDA**  
**APPROVAL:** A motion was made by Sister Caryl with a second by Mike Norton to accept the agenda as presented. **MOTION CARRIED**

**MINUTES**  
**APPROVAL:** A motion was made by Mike Norton with a second by Shirley Ries to accept the September 19, 2010 minutes. **MOTION CARRIED**

**STRATEGIC PLANNING:**

Mike Bonertz explained about strategic planning and what the goal of this committee was in regards to this planning.

- The committee looked at the Mission, Values and Vision of ADVOCAP. After discussion it was agreed upon that no changes should be made. **A motion was made by Mike Norton with a second by Gus Garcia to keep the Mission, Values and Vision document as is. MOTION CARRIED**
- Discussion was made about the SWOT handout (Strengths, Weakness, Opportunities and Threats). It was decided that staff development opportunities should be added to strengths and transportation (internal vehicle's) should be removed from weaknesses. **Motion made by Mike Norton with a second by June Kriegel to present this document to the board with the above changes. MOTION CARRIED**
- Mike Bonertz shared with the committee what the Program Directors came up with for Strategic Planning. Discussion ensued and the committee looked at how the problems and or solution fit with the mission, values and vision of ADVOCAP as a whole. If it was an item that did not "fit" it was set aside. Tony Beregszazi explained how ADVOCAP likes to partner with others in the community addressing needs that we do not focus on. The list provided for strategic planning was discussed and a few changes were made. **Motion was made by Mike Norton with a second by Gus Garcia to**

**approve the Strategic Planning Document with changes. MOTION CARRIED**

- It was decided that Mike Bonertz and Tony Beregszazi would come up with a few solutions in regards to the strategic planning and send them to committee members before the next meeting.

**OTHER BUSINESS/ANNOUNCEMENTS/REPORTS:**

Next meeting is rescheduled for November 11, 2010

**ADJOURNMENT:**

**A motion was made by Mike Norton and seconded by Gus Garcia to  
adjourn the meeting at 8:40 pm. MOTION CARRIED**

**MINUTES BY:** Linda Wheeler. Executive Administrative Assistant