

Tutors for Kids
Strategic Planning Meeting
Thursday, 1/30/20

Meeting called to order at 3:00 PM by Eileen Honohan, Board Chair. Present: Sandy Behenna, Elaine Buffen, Rhonda Casey, Martha Friedman, Eileen Honohan, Hank Leavitt, Sandy Lynch, Glen Moyer, Bob Navarre, Shirley Potts, Carolyn Ruhe, Frank Russo

The following handouts were provided to members for inclusion in their notebooks: By-Laws adopted on 1/14/20, updated Board Directory, Phone Committee Delegation and Responsibilities and the plan for Board member recruitment.

Eileen provided a history and overview of the strategic planning process that the Board has completed to date. She highlighted the concept of a “working Board” as well as the many accomplishments since the January 2019 strategic planning meeting.

Some of the accomplishments and changes since January 2019 are in the areas of phone committee, book committee, tutor orientation and training. These committees will continue functioning under the guidance of a Board member. In addition, recruitment, retention and training for STCs remains an ongoing process.

The group discussed the various needs of the organization and identified 3 main areas of focus in the coming year. Committees were formed to develop actions plans in the following areas:

1. **Leadership Needs** – develop a succession plan and a process for recruiting Board officers. Members are: Rhonda Casey, Hank Leavitt, Shirley Potts, Carolyn Ruhe
2. **Communication** – recruit and develop a newsletter committee. Members are: Sandy Behenna, Eileen Honohan, Sandy Lynch, Glen Moyer
3. **Technology** – address ongoing concerns with the database and future needs. Members are: Elaine Buffen, Martha Friedman, Bob Navarre, Frank Russo

The 3 committees have been tasked with preparing action plans and reporting at the Board meeting on March 10, 2020.

Meeting adjourned at 4:58 PM.