

**City of Plattsburgh**  
**Strategic Planning Steering Committee**  
**Meeting Minutes**  
**March 13, 2017**

Members in attendance: Mayor Read, Carole Garcia, Paul Dedominicas, Curt Gervich, Councilors Armstrong and Kretser.

1. The committee decided upon its **purpose, values, and procedures.**
  - The primary function will be to plan the process by which The Strategic Plan for the City of Plattsburgh (SPCP) will be developed.
  - The committee will meet weekly with a target roll out date of June 30, 2017.
  - The group agreed that the **core values** that will guide their work include: transparency, the democratic principles and process, and inclusivity.
  - These values will be measured against the deliverables it produces.
  - Decisions will be made by consensus
2. The committee stated values that will underpin the eventual document. Their work will create a framework to ensure that the SP is: forward looking, attainable, holistic, represents a nod to the past and a look to the future, and is achieved through collaboration.
3. The steering committee will eventually evolve and expand into a broader body that will oversee the implementation of the planning process. Though the composition of that “executive” committee was discussed, no decision about it was made.
4. The committee posed some questions regarding the role of internal and external input in developing the strategic plan: how many public meetings will be held and what will happen with this input?  
Stakeholders will need to be clear about how their input will be used.
5. SPCP will be an official document, ratified by the Common Council.
6. At next week’s meeting, members will consider the scope and steps in the planning process timeline.
7. The next meeting will be held at 2:30, Monday, March 20, 2017.