

Bike to the Future Planning Session
Dec. 18, 2012 – Eco Centre Board Room – 7:00 – 9:30 pm

Objectives

- To determine our major priorities for 2013.
- To develop an approach to management of emerging issues and priorities

Agenda

1. Introductions and Agenda

2. Identification, Screening and Action Planning for 2013 Priorities (1 hour and 30 minutes)

2.1 Identification and classification of potential priorities (45 minutes)

- Each participant will be asked to identify 2 or 3 potential priorities for the year. These could be content /substantive or organizational priorities.
- As the priorities are being identified, they will be listed on a flip chart in the following categories 1) organizational priorities 2) content / substantive priorities.
- Once all of the priorities are listed, participants may seek clarification on individual items.

2.2 Creating a short list of opportunities that will receive immediate attention (15 minutes)

- A voting procedure will be used to rank the potential priorities and determine which will ones will be action planned.
- Each participant will be given 10 points that they will allocate among the listed opportunities.
- The three priorities having the highest number of votes will be subject to action planning.

2.3 Action planning of the short listed opportunities (30 minutes)

For each short listed priority, a short action plan will be developed as follows:

- Identify at least three people who will work together to further develop the opportunities
- Identify three or more initial steps for pursuing the priority
- Establish a time frame for completing initial steps
- Identify how progress will be monitored.

3. Discussion of approach to issues and opportunities that emerge over the course of the year? (30 minutes)

How can we manage new issues or priorities which may be generated internally by the board or our membership, or by external sources or circumstances, within our available resources and time commitments?

- What process will we use to determine which emerging issues and priorities are dealt with and in what manner and which are not?
- How do we ensure that our coordinator is not overwhelmed with demands to meet our 2013 priorities and address emerging issues and opportunities?