

Main Street Initiative Steering Committee Meeting

Dec. 22, 2010

9 a.m.

Meeting Notes

Present: Steve McKelvey, Paula Carlson, Todd Nichol, Ted Johnson, Nathan Soland, Roz Eaton-Neeb, Bruce Dalgaard, Michael Kyle

Absent: Samantha Sickbert, Janice Roberts, & Mary Emery

- A. Steve began the meeting with a re-cap of his discussion with President Anderson:
- President Anderson is pleased with the project's progress and remains eager to bring more complete and concrete ideas to the wider community.
 - It should be assumed that our preliminary report (Executive Summary & Appendix) will land in the hands of donors, via President Anderson.
 - President Anderson would like all stakeholders (campus community, external community, etc.) to receive access to our preliminary report at (roughly) the same time and in (roughly) the same way.
 - a. The group wished to underscore the word "Draft" in our initial documents, especially if it is released to potential donors early in the process. The group didn't want a donor to become tied to an idea before it was 100% firm.
- B. The group decided to have two documents as part of the our preliminary proposal:
1. **A short executive summary.** This 3-7 page document will capture the spirit of the ideas with short descriptions of the ideas.
 2. **An appendix.** This detailed document will give depth to the Executive Summary and will provide explanation (as available) on implementation, resources, and ideas.
- C. Timeline: The preliminary report (Executive Summary & Appendix) will be written in January, submitted to President Anderson by the end of January, and then released to the wider community in early February.
- D. Preliminary Report: Who is writing it?
1. Jo Beld and Steve McKelvey have agreed to write the Executive Summary and submit a proposed version to the Steering Committee for approval.
 2. Paula Carlson has agreed to write the Appendix and submit a proposed version to the Steering Committee for approval.

- E. The preliminary report will be presented to President Anderson as a “working document.” Steve McKelvey will speak with President Anderson to ascertain his wishes on 1) how to share the preliminary report to the general public and 2) how to collect responses to the preliminary report. Steve will present a plan at the Feb. 10 meeting of the Main Street Steering Committee.

- F. The group decided to hold no official Steering Committee meetings during Interim. The Steering Committee scheduled Spring semester meetings for every Thursday, February through May, from 3:45-5 p.m. in a Tomson Hall meeting room location.

- G. The group approved the minutes with a few small changes:
 - a. Todd Nichols should be Todd Nichol.
 - b. The first sentence of the first paragraph should read: “The Chair reported that President Anderson is expecting ideas, not detailed implementation plans.”
 - c. The first sentence of the third paragraph should read: “The chair proposed that 2-3 people...”
 - d. The first sentence of the fourth paragraph should read: “Steve would like to appoint one to two people...”

- H. Meeting adjourned at 10:20 a.m.