

**Victor Town Strategic Plan
Task Force Facilitator Meeting
August 3, 2006
5:00 – 6:30 PM**

Agenda

1. Welcome and Introductions
2. Review 10 Task Forces
3. Identification of Task Forces Facilitators
4. Facilitators Attend Core Meetings
5. Review Role of Facilitator
6. Review 15 Steps Work Process and Timeline
7. Task Force Membership and Calling Members / Maintaining Roster
8. Task Force Meeting Dates, Times, Agendas and Minutes
9. My Role and Contact Information
I, Diane Reed, will be covering the work of the Task Forces. You can reach me anytime at 585-739-3662, or email me at dreed@sjfc.edu
10. Submitting minutes to Betty Barry
Directions for submitting minutes are as follows:
Input minutes on Agenda then send to Betty Barry bjbarry@town-victor-ny.us
She will convert your submission to PDF and post it on the Victor Website for public viewing.
11. Other
12. Questions

Task Force Facilitators Required Materials

1. Strategic Planning Workbook
2. Task Force Work Process (15 steps)
3. Task Force Charge / Critical Issues WIP

Please Note: Check all WIP of the Core Team on the Victor Website.