

**QUONSET DEVELOPMENT CORPORATION
STRATEGIC PLANNING COMMITTEE MEETING**

August 4, 2009

A meeting of the Strategic Planning Committee of the Quonset Development Corporation (the “Corporation”) was held at 4:00 p.m. on Tuesday, August 4, 2009, at the offices of the Corporation located at 95 Cripe Street, North Kingstown, Rhode Island, pursuant to notice to all members of the Strategic Planning Committee and a public notice of the meeting as required by the Bylaws of the Corporation and applicable Rhode Island Law.

The following members constituting a quorum were present and participated throughout the meeting as indicated: John G. Simpson, Barbara Jackson and Robert H. Breslin. Sav Rebecchi joined the meeting at 4: 20 p.m. Also present were: Kevin M. Barry, Finance Director; Katherine Trapani, Planning Manager; and Christine Andrews, Administrative Assistant; all participated as indicated:

1. CALL TO ORDER:

The meeting was called to order at 4:10 p.m. by Chairperson John Simpson.

1. APPROVAL OF MINUTES:

The committee noted on page 2, first paragraph, need to be changed from “plagiarize from” to “utilize portions of”.

Upon motion duly made by Ms. Jackson and seconded by Mr. Breslin, the Committee:

VOTED: To approve the minutes of the meeting of May 7, 2009, as amended.

Voting in favor were: John G, Simpson, Robert H. Breslin and Barbara Jackson.

Voting against were: None.

Unanimously Approved.

2. REVIEW OF OUTLINE FOR OPERATING PLAN:

Mr. Simpson stated the purpose of this meeting is to review the two documents that were handed out at the last board meeting and to review any feed back from Board members.

No one on the Committee had received any feed back or comments.

Mr. Simpson remarked that there is also no one in attendance today with any comments.

The Committee discussed as to whether all Board members were notified of this Strategic Planning Committee meeting, and how to handle it. After discussion, the committee decided to have a half hour meeting before the next Board meeting to review and discuss any comments from Board Members. The Strategic Planning Committee members have approved the Operating Plan Outline as presented (Exhibit A).

The Committee discussed some of the goals that have been put together based on the Outline for Operating Plan and the Critical Success Factors. The Committee reviewed the goals and some noted requirements for a good workable document:

- Rolling document**
- How titles tie in with the operating plan outline:**
 -  Water/Wastewater could stand alone**
 -  Should take out to provide water and wastewater utilities to meet demand**
 -  Water and Wastewater should specify with in the park**
 -  Water and Wastewater should be separate units**
 -  Need right rate scale in place**
 -  Plan should be linked to the budget**

Mr. Rebecchi joined the meeting at 4:20 p.m.

- **Planning and Development:**

- **Long term goal is the utilization and build out of the Park**

- **Action items:**

- **Applying for grants**

- **Completing property transactions (sale, leases, land exchanges)**

- **Planning activities both statewide and town**

- **Coordinate design and environmental reviews**

- **Only item one is a goal others are general**

- **Need to have ownership - "Manager"**

- **May need to change performance measure**

- **Goal may need to be to identify grants**

- **Goal around Marketing the Park (annual marketing plan)**

- **Critical Success Factors - plug into goals for each department**

- **Most Critical Success Factors should be part of each department's goals**

- **Department should own the Critical Success Factors in whole or in part**

- **Manager of that department should have ownership**

Mr. Rebecchi questioned if, like the Master Plan, an outside consultant would write the verbiage or would it be handled internally?

Mr. Simpson replied the Master Plan references an Operating Plan that needs to be put in place to achieve the overall Master Plan. It was agreed to keep it as a separate, independent document, and ongoing operating plan. Mr. Simpson felt an outside consultant was not needed, because the personnel running QDC should know what needs to be achieved.

3. Mr. Breslin asked was the Committee envisioning a large final document or just a few key sheets?

Mr. Simpson stated that it does not have to be in as much detail as the Master Plan, it is more of an advisory document for QDC Management. The intent of the Operating Plan is to guide management toward understanding what they own, what is management's responsibility, and what needs to be achieved yearly for the Park to be sustainable.

Ms. Jackson stated that the Outline for the Operating Plan is linked to the original power point.

Mr. Rebecchi stated the term "Planning and Development" leaves out the key factor of marketing and leasing. The outline needs to identify the process of development, involves leasing and communicating what is available.

Committee discussed Marketing:

- **Need to get the Marketing Committee active**
- **Joint meetings of the Strategic Planning and Marketing Committees**
- **Get them up to speed and get them started**
- **Land lease piece in missing**
- **Marketing and Development under Administration or Executive**
- **Include Marketing as subunit of Finance and Administration on the Outline**
- **Outside resources were put out to bid**
- **Should Planning and Development be Planning and Site Development**
- **How Park is to operate over the next 3 years: what will be needed and here are the tools**
- **Document will keep updating**
- **Operating Plan should indicate what should be achieved yearly**
- ** Actions may change year to year**
- ** Critical Success Factors will not change**

Next Steps:

Schedule a half hour meeting before the next board meeting to review comments and confirm that all Board members are invited.

Schedule a joint meeting between Strategic Planning and Marketing Committee and maybe adding Audit-Finance Committee.

Mr. Barry will make the following changes for the next meeting:

- **Change subunits on the Property Management Operating unit to break out Administrative side**
- **More work on goals**
- **Will resend new outline and the Critical Success Factors**

There being no further business to come before the Committee, upon motion duly made by Mr. Breslin and seconded by Ms. Jackson the meeting was adjourned at 5:00 p.m.

Respectively submitted:

By: _____

**Kevin M. Barry,
Finance Director**