

## MTC Annual Strategic Planning Calendar

(Adopted XX-XX-201X)

### Annual Meeting (July/August)

Steering Committee meeting (in person):

- Receive and approve progress reports from project teams on current and completed projects and make any necessary adjustments to projects and performance measures
- Encourage development of project proposals by staff and committees; proposals should include an estimate of staff and financial resources needed
- Receive and review project proposals from staff and committees
- Update Communications Plan to reflect prior year's accomplishments and ensuing year activities
- Identify Steering Committee chair and Steering Committee members
- Prepare and approve Steering Committee reports to Executive Committee and Commission about strategic planning activities and accomplishments from the preceding year

Standing Committee meetings (in person):

- Update on the status of current projects
- Discuss plans, goals, and projects to see what revisions, changes, or new projects are necessary
- “Kick-off” for newly started projects (when applicable)

### Fall Committee meetings (November)

Steering Committee meeting (in person):

- Receive and approve progress reports from project teams on current and completed projects and make any necessary adjustments to projects and performance measures
- Encourage development of project proposals by staff and committees; proposals should include an estimate of staff and financial resources needed
- Receive and review project proposals from staff and committees
- Update high level environmental scan – engage Executive Committee in scan (even-numbered years)
- Review MVVG – any adjustments? (odd-numbered years)
- Identify goal areas for priority focus in next fiscal year
- Notify staff and committees of priority focus areas
- Prepare and approve Steering Committee report to Executive Committee

Standing Committee meetings (in person):

- Update on the status of current projects
- Perform high level environmental scan (even-numbered years)
- Review and update committee charter (odd-numbered years)
- Discuss plans, goals, and projects to see what revisions, changes, or new projects are necessary
- “Kick-off” for newly started projects (when applicable)

### Spring Committee meetings (April)

#### Steering Committee meeting (in person):

- Receive and approve progress reports from project teams on current and completed projects and make any necessary adjustments to projects and performance measures
- Encourage development of project proposals by staff and committees; proposals should include an estimate of staff and financial resources needed
- Receive and review project proposals from staff and committees
- Review and prioritize submitted project proposals to be considered
- Discuss Steering Committee membership and leadership for next fiscal year
- Review performance data from projects completed in prior years (when applicable)
- Prepare and approve Steering Committee report to Executive Committee

#### Standing Committee meetings (in person):

- Update on the status of current projects
- Discuss plans, goals, and projects to see what revisions, changes, or new projects are necessary
- “Kick-off” for newly started projects (when applicable)