

TO: MTC Strategic Planning Steering Committee
FROM: Elizabeth Harchenko
SUBJECT: Meeting Summary – November 1 MTC Strategic Planning Steering Committee
DATE: November 3, 2011

This memo provides a brief summary of your decisions and action items from the November 1 teleconference. You all did wonderful work and you are developing the energy that will help drive an effective planning process for the MTC.

You reviewed the different possible courses of action and decided that you want to pursue option 3 – limited scope planning. You all saw value in looking forward and providing direction for the commission. Your primary concern was to manage the planning process with available resources and current day-to-day operational demands in mind. You also decided that you wanted to begin the planning process on behalf of the Executive Committee, so that you would have a good foundation of substantive material to discuss with the Executive Committee on December 1.

Concerning the next two meetings, you decided to start your work with the MTC mission and purpose, core organizational values, a draft vision statement and possible high level strategic goal areas on November 17. On November 30, you will work on potential strategic objectives for the goal areas you identify. You agreed that it was very important to keep the states informed about your activities, and to seek their engagement. Cory agreed to send out an update to the states after each meeting. You also agreed that you would expressly invite anyone who will be attending the December 1 Executive Committee meeting to join you on November 30 to help with the development of strategic objectives.

Finally, you agreed that on November 17, you want to take some time to develop a plan for outreach to tax administrators.

My tasks are

- Revise the meeting objectives for November 17 & 30 based on your decisions.
- Develop a time line for the option 3 process and give you a sense of the time frame and resources that would be involved in complete planning for one or two strategic goal areas.
- Prepare working materials for you on the mission/purpose, core values, vision, and goal areas.

As a reminder, your communications plan set forth the reasons for engaging in this effort:

- MTC hasn't done any significant strategic planning for quite a while. The pace of change today makes it more important to know where we want to be going and how we plan to get there.
- The large number of new tax administrators makes this a good time to assess where we are and begin to prepare for the future.
- We want to identify what we can and should do to be effective in this rapidly changing and challenging time.

These are still valid and they certainly support your decision to move forward. I will get materials out for your consideration early next week.