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January 16, 2006

Rogelio L. Muñoz, Jr.
Executive Director
CHICANO LATINO AFFAIRS COUNCIL
60 Empire Drive, Suite 203
St. Paul, Minnesota 55103

Re: January 11, 2007 Meeting Notes

Dear Rogelio,

We made tremendous progress in our meeting in preparing for the CLAC Board of Directors Retreat, as well taking about the organization in general. I very much look forward to the session this Saturday and future opportunities to work with you and CLAC.

The key points to our discussion that will have tremendous impact on the effectiveness of the organization are:

- The CLAC Biennium Report defines the “what” in terms of the direction of CLAC
- Work of the organization has to intercept the legislative process and cycle for policy development
- Single outputs can serve multiple strategic fronts and objectives
- Board members can provide professional interface with legislative members to advance the agenda
- Prioritized actions need to be planned that are within CLAC’s area of influence or control
- Staff and board prioritized actions need to assigned at a reasonable level
- The CLAC Biennium Report needs to be presented to legislative committee chairs
- Develop a working relationship with the governors office (Annie Paruccini)

Rogelio, with this in mind, the efforts at the Board retreat will be conducted in a manner that will aid the organization in defining actions to achieve its objectives. The following pages provide the specific notes taken at the meeting. In addition, an agenda is attached as a separate document to support the retreat.

I look forward to speaking with you this week prior to the meeting. Thanks again for a great planning session.

Regards,

Rita J. Garcia

CLAC Board Retreat Planning Session
January 11, 2007
Meeting Notes

General Discussion:

- 4 strategic fronts are in place with a total of 31 objectives developed
- Perspective: 4 strategic fronts and 31 objectives are beyond capacity; currently they are not prioritized
- “What is fully developed qualitatively; there is a need for a quantitative element within the objectives
- “Strategic objective” were independently developed by the E.D.; next effort should include Board members
- Concurrence to strategic objectives are passive and are established based on meeting minutes & notes
- CLAC Biennium Report is submitted and distributed but not presented to recipients
- A single action output can serve multiple objectives and strategic fronts – either directly or indirectly
- Action have to be within area of influence or control
- Need to work through prioritization of strategic objectives and action plans
- What organization and actions are being taken that align with objectives and can be partnered with?
- Stakeholders for objectives are not specifically identified: Who? Where? How many?
- Robust action plan must be produced: action; output; expected impact; who; when
- Leverage Board members as professional interface to legislative members: when and for what reason; limit to 2 visits per year per Board members; influence policy & regulation; legislatures who are within committee in specific area of focus
- Standing Board committees: education; finance; community relations; executive
- Mapping: staff to committees; action plans to committees
- Develop a CLAC organization chart with the specific roles & responsibilities; include future positions
- Set up standing committee organization charts; align staff; identify 2 possible actions as examples
- Interface with Annie Paruccini with review of strategic objectives, actions plans, and org design – Purpose: discuss actions required to achieve strategic objectives and to influence board selection based on board member responsibilities

Board Retreat:

Purpose – identify action to be taken in support of the strategic objectives

Expected Outcomes:

Identify strategic objectives that can be commonly served by a specific action plan
Prioritize strategic objectives for action throughout the biennium
Identify explicit actions to take that support the achievement of the strategic objective

Board Retreat Proposed Agenda:

- 8-9:00 Executive Board Meeting
- 9:15-9:30 Welcome & Agenda Review
- 9:30 – 10:00 Strategic Objectives with Commonality
- 10:00-10:30 Prioritize Strategic Objectives
- 10:30-12:00 Action planning
- 12:-12:45 Lunch
- 12:45-1:30 Align Actions to Staff & Board
- 1:30-1:45 Next Steps
- 1:45-2:00 Closing Comments