

**MINUTES OF A SPECIAL MEETING  
MAYOR AND BOARD OF TRUSTEES  
FOR THE VILLAGE OF FORSYTH, IL**

**Held at Village Hall  
June 2, 2010**

**Call to Order**

Mayor Hap Gilbert called the meeting to order at 6:37 p.m.

**Roll Call**

Upon call of the roll, the following Trustees answered present:

*Physically present:* Reed, Rasho, Allsup, Johnson, Morr, Hubbard.

Absent: None.

**Also Physically Present**

Brad Townsend, Heather Kimmons, Chris Lusvardi, Kathy Mizer, Charlyn Brautigam.

***Strategic Plan Session***

Mayor Gilbert explained the purpose of tonight's Special Meeting was to continue discussion on development of a Strategic Plan for the Village. He recognized Brad Townsend, who was in attendance to facilitate the meeting, and turned the meeting over to him.

Brad began the meeting by referring to the agenda and other materials prepared for tonight's discussion. He commented that the information provided may help Trustees as they move further into the process of developing a Strategic Plan for the Village.

The agenda was divided into four session segments to assist Trustees with focusing their on different aspects to include in the development of a proposed plan. Session Segment One included discussion of current events in Forsyth, reviewing the Strategic Planning process to date and the outcome expected for this session.

The second Session Segment provided the Board an opportunity to review and discuss the basic policy and administrative direction for the Village. Brad presented the Board with ideas to consider for *Vision Statements, Core Value Statements, and Mission Statements*.

In Session Segment number three, Trustees were asked to talk about setting the priorities for items placed in the Strategic Plan. Brad provided the Board with a matrix outlining different ideas or suggestions Board members previously asked to be included in a final plan.

The final Session Segment allowed Trustees to discuss the roles and responsibilities of everyone involved with the development and ultimately the implementation of a Strategic Plan for the Village. Brad provided members with an Excel Spreadsheet to consider using to track each item or project included in the plan.

The meeting resulted in a lot of very positive discussion. There was a consensus from Trustees to direct Staff to sit down and evaluate the information presented tonight in order to provide further input for the Board to consider before finalizing the list of items to be included in the Strategic Plan, what the priority should be for each one, and who should be listed as the “*Team Leader*”. Once that information has been prepared, a recommendation should be presented to the Board for approval.

**Adjournment**

Trustee Rasho moved, and Trustee Hubbard seconded, that the meeting be adjourned. The meeting was declared adjourned at 8:42 p.m. on voice vote.

By: \_\_\_\_\_  
Village Clerk