

Meeting Agenda - Minutes Worksheet

Team Name: Mendon Upton Multi-Board
 Meeting Number: #CY2012/13-02
 Date, Time, Location: Thursday, August 28, 2012 // 7:00pm // Nipmuc Regional HS, 3rd Floor, PDC Room, 90 Pleasant Street, Upton, MA
 Meeting Purpose: Regular Business
 Facilitator: Mike Goddard
 Attendees: Mike Goddard and Mike Ammendolia, Ken Picard, Heather Applegate, Phil DeZutter, Kathleen Drennan, Leigh Martin, Chris Russo, Rich Schofield, William Argenent, Joan Shanahan
 Minutes Approved: Minutes approved on Thursday, 27 September 2012

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	M. Goddard	Mike called the meeting to order and reviewed the agenda.	
Approval of Previous Meeting Minutes	M. Goddard	A motion was made to approve the previous meeting minutes. The motion was seconded. The motion was voted; approved unanimously.	Mike will submit the meeting minutes to both Town Clerks and the RSD for the public record
Previous year's recap	M. Goddard	The team recapped the goals and actions from the previous year; both as a whole and as individual task forces. The Town Boards and School Committee all agreed that the increased active listening and forging better relationships helped with achieving the team's budgetary goals. Some members raised concerns that the FY14 budget process might be more difficult than the FY13 process. The team also discussed how important it is to look for additional ways for the two towns to share services both through the school district and directly with each other.	
Team Organization	K. Drennan	The team discussed the pros and cons of the previous year's organization and how the team rotated the chair between the Town BoS' and the RSC. A motion was made to appoint Ken Picard as the Team Chair. The motion was seconded. The motion was voted; approved unanimously.	

Meetings Schedule	M. Goddard	<p>The team discussed the frequency of last year's meeting schedule and thought the monthly meeting interval could be modified.</p> <p>The team will plan on meeting every other month unless circumstances arise that require more frequent meetings.</p>	<p>Meetings will be held every other month starting Thursday, 27 September 2012.</p> <p>K. Drennan will make the arrangement to reserve the PDC at the Nipmuc High School.</p> <p>K. Picard will forward the meeting notice / agenda to the Town Clerks and RSD for posting.</p>
Mission Statement	K. Picard	The team discussed the importance of developing a mission statement and action plan to work on areas of focus.	K. Drennan and M. Goddard will submit a draft mission statement at the next meeting.
Other Topics Not Reasonably Anticipated	Facilitator		
<p>Next Meeting Look Ahead</p> <ul style="list-style-type: none"> • Location • Date & Time • Topics 	Facilitator	<p>Nipmuc HS, PDC room</p> <p>Thursday, 27 September 2012 @ 7pm</p> <ul style="list-style-type: none"> • Mission statement • Action Plan • Budget overviews 	
Adjourn the Meeting	Facilitator	The meeting was adjourned at 8:15PM	