

## RESTORATION ADVISORY BOARD

Planning Session  
January 15, 2003

### 2003 Meeting Dates

[www.nsnpt.navy.mil/rab](http://www.nsnpt.navy.mil/rab)

January 15	April 16	July 16	October 15
February 19	May 21	August 20	November 19
March 19	June 18	September 17	December – No Meeting

January

1. Focus/Theme for Year
2. Strategic Plan for Year
3. Meeting(s): Agenda Subjects/Events Plan for Feb-Nov

### Suggested Subjects/Events:

1. **Community Co-Chair Election** due as of *January*. One-year term designated per para. 2.3b of the RAB Mission Statement and Operating Procedures. "The Community Co-Chair will be elected by a majority vote of the RAB community members.....for a one year term. A Co-Chair may serve more than one term.
2. Each **Committee Chairman** prepares/conducts a one-hour presentation on his/her committee "business." Discuss projects/goals, status, needs and outputs. For example, at the *March* meeting the **Membership Committee** would review current membership, attendance records, committee assignments, co-chair election schedules/nominees, pending applications for membership/action on the same as required, future recruitment, problems/issues, lead a discussion of para 2.2a thru 2.2f of RAB Operating Procedures regarding the membership 23 month review cycle, etc.
  - a. **Membership** – March (may move if Public Hearing is scheduled)
  - b. **Education** – April (Annual RAB Training/Refresher-Manual)
  - c. **Planning** - June (Mid-year Plan Review/Revision/Update)
  - d. **Public Information** – June (Newsletter, ads, budget, web-site, video)
  - e. **Projects** – October (Community/Navy Planners inputs & updates)
3. **Strategic Planning Facilitator:** hire a facilitator that can assist the RAB to focus meetings and personal efforts of members on supporting defined goals or themes for the year vs. month-to-month existence. Produce a game plan for Co-Chairs to attain RAB efficiency. **Co-Chairs and Planning Committee/March**

4. **Navy Co-Chair presentation** – 2003 Roadmap (IR Program for 2003) with Budget update. Proposed for February. **Community Co-Chair** works this with Navy Co-Chair.
5. Request **Navy Activity Updates** and Funding presentations **QUARTERLY** vs. every month to allow RAB to devote more time to prescribed program. In between months could be covered by a written report that would be entered in the minutes for all (could also be read into the minutes by either Co-Chair). Proposed Quarterly Updates: February, May, August, November
6. **Co-Chair(s) Annual Assessment** (“State of the RAB Address”) to include community projects, progress & goal achievements (**Community Co-Chair**) and the 2003 Budget Execution/2004 Budget Forecast along with summation of 2003 IR Projects (**Navy Co-Chair**). November
7. **Tours/Site Inspections/RAB Field Trips (2)**: May and September proposed. Suggest **Project Committee** select “sites” and plan event with Navy Co-Chair.
8. **Guest Speakers (2)**: Proposed for July and October. Base upon technical assistance/information requirement or area specialist who can support focus of RAB in a specific program/issue. Suggest **Planning Committee** work with RAB members and Co-Chairs to identify and solicit “expert” presentations.
9. **Publish an Annual Program** (as approved by the RAB) around which to build Meeting Agendas. Review membership assignments to Committees and encourage committee-work to produce meeting activities as proposed (or even better, as proposed by the Committees). Our aim should be to produce quality support to the RAB program within a reasonable amount of personal labor from all RAB members. Such activity would form the basis of Committee (Chairman) Reports vs. current state of affairs.

#### 10. **Membership Input**