

**Minutes  
WV Center for Nursing  
Planning Subcommittee  
January 25, 2006**

**Attending:** Dottie Oakes, Chair  
**Attending via teleconference:** None  
**Not Attending:** Melissa Aguilar, Janice Maynard, Cheryl Basham  
**Guests:** Duane Napier

**Agenda**

I. Call to Order

This was the first meeting of this subcommittee, so there were no previous minutes to approve.

II. Review of Strategic Planning Process

Ms. Oakes provided attendees with a notebook entitled "Developing and Implementing a Strategic Plan." She has used this successfully in her organization with positive response from previous users.

The notebook contents were a blank template, definitions, and instructions for completing the template. Each section of the template was reviewed and questions answered in order to ensure directions were clearly stated. Examples were provided for each section of the template.

The individual sections of the template were divided among the participants to begin completion of the form.

Each section was reviewed, edited, and submitted.

Areas identified that require completion at a later date are the action plan projected dollar impact.

Draft plan will be submitted for review and comment to the WVCN Board on January 27, 2006.

III. Meeting adjourned

No additional meetings were scheduled. Date will be set for review and revision after the Board of Directors make recommendations

**Signatures:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date