

## Smithfield 2020 Notes from project team meeting of December 15, 2009

Present:

Judy Begland

Mark Hall

Judy Winslow

Rick Bodson

Connie Rhodes

Sheila Gwaltney

Peter Stephenson

Intro; status of relationship and MoU with Historic Smithfield

Mark and Rick presented the Smithfield 2020 concept to the Historic Smithfield board on December 10<sup>th</sup> and the proposal was generally well received. The Memorandum of Understanding is under review; indications are that it will be accepted by Historic Smithfield, though no firm date for the signing of the MoU has been established.

Ratification of the appointment of the Smithfield 2020 Project Manager

By unanimous vote of the Project Team members present, Rick Bodson was appointed Smithfield 2020 Project Manager.

Review of the Smithfield 2020 Operating Guidelines

The Guidelines provide what a non-profit's Bylaws do – governance standards and operating protocol. After a review and discussion, the following feedback is to be incorporated:

- Membership will consist of a specified number of voting representatives from the following organizations. (The currently designated team members are noted).
  - Chamber of Commerce – 2 (Judy Begland, Connie Rhodes);
  - SHDBA – 2 (Mark Hall, TBD);
  - Arts League – 2 (Sheila Gwaltney, TBD);
  - County – 1 (Lisa Perry);
  - Town – 1 (Peter Stephenson);
  - Tourism – 1 (Judy Winslow);
  - Historic Smithfield – 2 (to be provided when MoU is signed);
  - Members at Large – 3 (discussed below);
  - Project Manager – non-voting (Rick Bodson)
  
- After a discussion of inclusion on the Project Team of individuals who might not be associated with an organized community group but who nonetheless may contribute specific expertise or professional experience to the Project Team, it was agreed that three memberships at large be designated. Members at large will serve for three years, but to

stagger the terms of the initial memberships, the first nominated and accepted member at large will serve for a three year term, the second for two years and the third for one year.

- A Chairman of the Smithfield 2020 Project Team will be defined in the Operating Guidelines. By unanimous vote, Mark Hall was appointed Chair of the Smithfield 2020 Project Team.
- The Operating Guidelines will incorporate provisions for the Project Team to assign non-Smithfield 2020 Project Team individuals to task teams to address specific initiatives.
- The current concept of non-voting membership will be abandoned.
- → **Action item: Rick** will incorporate the suggested changes into a revision of the Operation Guidelines and distribute for comment and feedback.
- → **Action item: Team members** will review the revised Operating Guidelines and provide feedback to Rick prior to the next team meeting.
- The Operating Guidelines will be presented for ratification at the January meeting.

#### Geographic scope of the Smithfield 2020 Project

After a discussion of the boundaries defined by Historic Smithfield's Bylaws, the scope of effort that Smithfield 2020 should address and the characteristics that define the Historic District, it was agreed that the primary focus of Smithfield 2020 will be that area generally defined as bounded by the Smithfield Center, Smithfield Station, Windsor Castle and the intersection of Main Street and the Route 10 Bypass.

#### Announcement of the Smithfield 2020 Project

A Press Release will be issued when the MoU is signed by Historic Smithfield, but no earlier than January 7<sup>th</sup>, 2010.

The project website, [www.smithfield2020.org](http://www.smithfield2020.org), which was activated on December 15<sup>th</sup>, is intended to provide transparency to project activities and to be either a repository of or portal to value-add Web content such as a Business Resource Center and an inventory of available commercial properties. Until the public announcement of Smithfield 2020 in January, links to project documents such as the MoU, Operating Guidelines and Project List will be removed.

- → **Action item: Rick** will remove all references to Historic Smithfield until the MoU is executed and all Smithfield 2020 documents until after the January team meeting.
- → **Action item: Team members** will review [smithfield2020.org](http://smithfield2020.org) and provide feedback to Rick prior to the next team meeting.

### January Project Team work session

A work session is planned for **Monday, January 18<sup>th</sup>, 8 to 11 AM**; venue is to be confirmed. The objectives of the meeting are to solidify everyone's concurrence on the vision and tangible goals of the Smithfield 2020 project and to agree on the projects or initiatives that are to be the focus of the Project Team in 2010.

- → **Action item: Judy Winslow** will secure a conference room for the meeting.
- → **Action item: Project team members:** Review the Project Management Guidelines and the Project List. Pick three In-box items that should receive Project Team attention early in 2010 and be ready to discuss why at the January meeting.

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*These meeting notes compiled by Rick Bodson.*