

# Historic Resource Commission

## Tracking Goals Action Item

### October 4, 2021

- **Background:** At April 5, 2021 meeting Commissioners approved Commissioner Phillips work on creating formal 'Goals' tracking system
- **Objective:**
  - Know when a new goal is added and categorized
  - Follow progress through staff actions, Commissioner consensus, and Board vote
  - Acknowledge when a goal is accomplished
- **Action Item:** Create a format that will be:
  - Easy to use
  - Track goal from initiation through all actions taken by either Commission or staff
  - Final decision on time-line for goal accomplishment
- **Meeting Take Aways:**
  - Agree to definition of 'Goal'
  - Agree to list of goal categories with definitions and timelines, if possible
  - Final decision on time-line for goal accomplishment
  - Identify what information should be tracked for each goal
  - How to archive a goal once accomplished

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- **Action 1. Define the word 'Goal'**
  - **Dictionary.com:** the result or achievement toward which effort is directed; aim; end
  - **Wikipedia:** A goal is an idea of the future or desire result that a person or group of people envision, plan and commit to achieve
  - **Merriam-Webster Dictionary:** The end toward which effort is directed

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- **Action 2: Begin reviewing identified goals and determine:**
  - What their category is
  - Should the goal be broken into sub-goals if multi-layered actions
  - Estimate a timeframe, if possible
- ***Example of a category:***
  - Current Goal: A single focus that can be accomplished within a specific timeframe, i.e. by next meeting? Within 6 months? A year?

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- **Action 3:** What 'Goal' information should be tracked?
- **Action 4:** What process should be utilized to archive accomplished goals? Do we need to archive accomplished goals at all?

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## **Next Meeting Goal Topics:**

Begin reviewing each identified goal on spreadsheet and determine the following:

- Is the documented goal information complete? Is there extraneous information?
- Is there other information that should be tracked?
- What is the next step to move that goal toward completion?
- If any goal is determined NOT be a recognized goal, what action should be taken?

Any changes to the above agenda scheduled for next meeting?

Open for comments