

Southeast Alaska Power Agency

2020 Strategic Planning Meeting Agenda

February 21-22, 2020



Index	February 21: Topics	Duration		Party
A.	Welcome & Successful Strategic Planning Background	9:00 AM	9:40 AM	
1	<i>Introductions</i>	20 min		TA/SL/All
2	<i>Overview of Strategic Planning Process</i>	5 min		SL
3	<i>Board Duties & Responsibilities</i>	5 min		SL
4	<i>Participants Roles & Responsibilities</i>	5 min		SL
5	<i>Facilitator Roles & Responsibilities</i>	5 min		SL
B.	Context & Framework for Strategic Planning	9:40 AM	1:35 PM	
1	<i>Results of the Pre-Meeting Survey</i>	20 min		SL
BREAK		10:00 AM	10:15 AM	
2	<i>Accomplishments from 2019</i>	15 min		TA
3	<i>External & Internal Enviro. Scan: Challenges & Opportunities</i>	45 min		SL/All
4	<i>Values Exercise</i>	40 min		EJ/All
5	<i>Brief Review of JAA Agreement, Vision/Mission & Bylaws</i>	5 min		EJ/All
LUNCH		12:00 PM	1:00 PM	
6	<i>Time Machine Exercise</i>	30 min		EJ/All
7	Prioritization of Key Performance Areas (KPA)	5 min		EJ/All
C.	Strategic Planning	1:35 AM	5:00 PM	
1	<i>Strategic, Operational, Tactical?</i>	5 min		SL/EJ/All
2	<i>STP+O (Situation, Target, Proposal, Objective) Strategic Planning Process</i>	5 min		SL/All
3	KPA Discussion Topic #1:	1:45 PM	2:15 PM	
a.	<i>Prioritization of Issues within the KPA</i>	5 min		SL/All
b.	<i>Issue to Be Addressed:</i>	1 min		SL/All
c.	Situation: Describe what's currently going on?	7 min		SL/All
d.	Targets or Goals: Re-state the Challenge or Opportunity as an Action Item that changes the status of the Existing Situation To the Achievement of the Desired State or Outcome	6 min		SL/All
e.	Proposals or Strategies: Recommended pathways to achieve Targets/Goals	5 min		SL/All
f.	Objectives: Recommended Measureable Objectives answering the question..."We will know we have achieved our goals and strategies when..."	5 min		SL/All
g.	Accountability: Who is responsible, When is it due, What Resources are required to accomplish (human/financial)	1 min		SL/All
4	KPA Discussion Topic #2: <i>(30 min per topic, format above)</i>	2:15 PM	2:45 PM	SL/All
5	KPA Discussion Topics #3, #4, #5... continues	2:45 PM	3:15 PM	SL/All
BREAK		3:15 PM	3:30 PM	
6	KPA Discussion Topics continue... on Day 1	3:30 PM	5:00 PM	SL/All
RECESS UNTIL TOMORROW		5:00 PM		

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Index	February 22: Topics	Duration		Party
D.	Welcome Back & Review Day 1	8:35 AM	8:40 AM	SL/All
E.	Strategic Planning (continued)			
1	<i>KPA Discussion Topic #?:</i>	8:40 AM	9:00 AM	SL/All
2	<i>KPA Discussion Topic #?:</i>	9:00 AM	9:30 AM	SL/All
3	<i>KPA Discussion Topic #?:</i>	9:30 AM	10:00 AM	SL/All
	BREAK	10:00 AM	10:15 AM	
4	<i>KPA Discussion Topic #?:</i>	10:15 AM	10:45 AM	SL/All
F.	Review of Governance Documents for Revisions	10:45 AM	11:20 AM	
1	<i>Joint Action Agency Agreement</i>	5 min		SL/All
2	<i>Bylaws</i>	10 min		SL/All
3	<i>Values, Vision, Mission Statements</i>	10 min		SL/All
4	<i>Policies</i>	5 min		SL/All
5	<i>Other</i>	10 min		SL/All
G.	Review, Wrap-up & Next Steps	11:25 AM	11:30 AM	SL/EJ/TA
H.	Adjourn	11:30 AM		
I.	<i>Hand Off Strategic Plan for Work Plan Development by Staff & BOD Final Approval</i>			TDB