Opening:
The third meeting of the CTAP Steering Committee began at approximately 3:50 P.M. May 4, 2006. The meeting convened at the offices of The Southern New Hampshire Planning Commission at 438 Dubuque Street in Manchester, New Hampshire. ANEI Staff: Jack Calhoun and Shawn Margles conducted the meeting.

Shawn Margles distributed handouts and briefly reviewed the handouts and how they related to the homework. Ms. Margles explained the homework would be reviewed in detail later in the meeting, but wanted to allow time for Carolyn Russell to introduce and explain setting goals and objectives using a “Logic Model.”

PLEASE NOTE: The CTAP Blue Print Roll Out meeting will take place on Wednesday, June 14th from 6:00 p.m. to 8:30 p.m. It will be held at the NH Housing Finance Authority Building. More details will be distributed soon.

Present:
Steering Committee:
Gile Beye – Local Government Representative – Deerfield
Emily Brunkhurst – Agency Representative - New Hampshire Fish & Game
Dan Crean – Local Government Representative - Pembroke
Jeff Gowan – Local Government Representative – Pelham
Kate Hartnett – NGO Representative [The Jordan Institute]
Dave Knight – Local Government Representative - Danville
Bill Norton – NGO Representative [Concord 20/20]
David Preece – Regional Planning Commission Representative
Carolyn Russell – Agency Representative [NH Dept of Environmental Services]
Ansel Sanborn – DOT Representative
Bill Scott – Local Government Representative - Salem
Mike Speltz – NGO Representative [Forest Society]
Galen Stearns – Local Government Representative - Windham

Others in Attendance:
Jack Calhoun, ANEI
Joanne Cassulo – NH Office of Energy & Planning
Glen Davison – NH Department of Transportation
Shawn Margles, ANEI
Marilyn Priest, ANEI
Sharon Wasson – Central New Hampshire Regional Planning Commission

A. Carolyn Russell from the New Hampshire Department of Environmental Services outlined the theory and reasoning of the “Logic Model.” Ms. Russell defined this procedure as: [a] structured process for project planning providing measurable aspects encompassing the What – How – Time – and Plan of a specific project [Please refer to Attachment I – Logic Model Description].

Carolyn Russell described the process as working “backwards”, explaining that the process begins with the desired Outcome > then asks, “What needs to be done, what changes need to occur, what elements need to be included, to reach the desired outcome” > the next step asks
“What is the timeline needed for these aspects to be implemented” > “What activities need to be defined/included to reach the desired outcome?” Ms. Russell further added that this process allows the ability to build in measurability at each step, encouraging specific, measurable, ambitious goals.

Side Note: For the Steering Committee’s Reference, the following information is offered in addition to Attachment I:
http://www.publichealth.arizona.edu/chwtoolkit/PDFs/Logicmod/logicmod.pdf
http://www.publichealth.arizona.edu/chwtoolkit/PDFs/Logicmod/chapter1.pdf

Logic Model Definition
Basically, a logic model is a systematic and visual way to present and share your understanding of the relationships among the resources you have to operate your program, the activities you plan to do, and the changes or results you hope to achieve.

Figure 1. The Basic Logic Model.

B. Discussion ensued regarding concerns some steering members had about the amount of goals and objectives already identified and the possibility that the goals and objectives might “get lost” because of the amount of data. Some members also expressed the possibility and importance of discovering either unidentified aspects of the identified goals and objective, or new goals and objectives as the logic model was applied.

Shawn Margles informed the Committee that Paul Markowitz would facilitate the next meeting scheduled for May 18, 2006. Ms. Margles assured the Committee that Mr. Markowitz was both experienced with applying Logic Models and facilitating Logic Model workshops.

Jack Calhoun reminded the Committee that it was not responsible for having a fully developed logic model by June 14, 2006. Mr. Calhoun reminded the Committee its goal for the meeting of June 14, 2006 was to provide a blueprint of the identified goals and objectives and the projected time necessary to accomplish the goals and objectives.

C. Using the diagram of a tree, Shawn Margles asked the Committee to brainstorm and suggest different organizations that would support the work identified and to be accomplished. In other words: the roots or foundation of the tree are the organized groups representing the communities, NGO’s, and State agencies, the tree trunk or body of the project is represented by the Steering Committee – now it is beneficial to identify organizations that can support, enhance, and further develop and complete the goals and objectives. [Please refer to Attachment II – Potential Organizational Models].

D. Jack Calhoun assigned Committee members to 5 separate groups. Using the CTAP Goal Themes which had been organized into 5 distinctive/inter-related groups [Please refer to Attachment III – CTAP Goal Themes] each group was asked to develop: “Potential Organizational Membership/Partners,” what would be “The Ideal Size,” and determine the need of “Necessary Initial Task Force Groups/Key Participant Groups” [Please refer to Attachment IV – Organizational Development_WorkingGroups].
E. At approximately 5:10pm all ANEI representatives left and the remaining Steering Committee members met with Ansel Sanborn for a discussion.

**Adjournment:**
The meeting adjourned at approximately 5:30 P.M. The next general meeting will be at 3:30 P.M. on May 18, 2006 convening at the Southern New Hampshire Planning Commission at 438 Dubuque Street in Manchester, New Hampshire.

Minutes submitted by: Marilyn C. Priest

*Attachments:*
- Logic Model Description – Carolyn Russell
- Potential Organizational Models
- CTAP Goal Themes
- Organizational Development Working Groups
- CompiledHomework3,4