

DOWNTOWN STRATEGIC INITIATIVE
Doin' Business Committee
Meeting Three - Agenda - September 17, 2008
Oklahoma City Community Foundation, 2-3:30pm

- 1) Review Agenda and Benchmarks - Michael S. Laird, Chair of Doin' Business (*5 min*)
 - By the end of this meeting subcommittees should have a list of prioritized initiatives. Subcommittees should indicate whether their initiatives could be implemented - or at least started - in the short [1-5 year] or long [6-10 year] term.
 - There is no limit to how many initiatives can be on your list, but keep in mind resources are necessarily limited and subcommittees should be cognizant of what can realistically be implemented through public and private efforts.
 - Please note - this should be a simple, bulleted list of **what** you want to accomplish. Determining **how** these ideas will be accomplished is the next step and will be the focus of meetings 4 and 5.

- 2) *Subcommittee Brainstorming Session - (45 min)*
 - a) **Finish Brainstorming Your List of Initiatives**
 - b) **If your subcommittee finishes drafting your list of initiatives prior to the end of the brainstorming session, you may start to flesh out the initiatives:**
 - i) What stepwise tasks are required for implementation?
 - ii) What additional research, data, etc. does your subcommittee need to develop the initiatives and associated tasks?
 - iii) What is a realistic timeline for implementation?
 - Chart tasks on a timeline with benchmarks of progress
 - iv) What entities should be responsible for implementation?
 - Are there opportunities for public / private partnerships?
 - v) Identify resources for implementation (if known)

- 3) *Subcommittee Reports and Discussion - (20-30min)*

- 4) *Wrap Up and Adjourn - Michael S. Laird (5 min)*
 - a) Next Meeting: October 15th 2:00-3:30pm
 - b) **** Please submit your list of initiatives, the minutes of your subcommittee meeting and any additional research needs to Autumn at the end of the meeting or email her (Autumn.Radle@okc.gov) BY OCTOBER 8th**
 - c) Autumn will distribute the list of subcommittee initiatives to the full committee via email in advance of our next meeting.