

From: Jackie Harder [mailto:jackie@key-dynamics.com]
Sent: Thursday, August 01, 2013 9:40 AM
To: vickyfay@terranova.net
Cc: jackie@key-dynamics.com
Subject: KLFRP&ES: Meing 130812 AI 7.D. Strategic Plan Calendar & Expenses
Importance: High

Hi, Vicky, good talking to you yesterday.

Here's the proposed schedule George and I worked out during our meeting. Of course, it's always open to change; we tried to work around the budgeting and other meetings (the schedules for which you so kindly provided!).

Re budget impacts: Off the top of my head, I can foresee the following:

- **Public notice advertising:** You have a better handle on the costs and requirements of advertising than I do.
- **Online survey (SurveyMonkey):** \$24 a month for three months. This plan provides an unlimited number of questions and up to 1K responses per month. This should be ample. The three months covers the amount of time to load the questionnaire, have it available to the public and other interested stakeholders, and prepare the data accumulated as a result.
- **Planning meeting:** I would recommend getting the community room at the library. It is free and will provide plenty of space for break-out sessions and roaming around.
 - **Coffee breaks** in the morning and afternoon: This should be relatively inexpensive; I believe Dunkin Donuts or Starbucks can provide boxes of coffee as well as munchies, and they may be willing to donate
 - **Catered lunch:** Perhaps Publix or FKEC would be willing to donate those delicious mini Cuban sandwiches that Publix does so well. But since we don't know how many people ultimately will show up, maybe we should tell attendees to grab lunch on their own and hope that everyone comes back on time for the afternoon session.
- **incidental supplies expenses** for things like markers or table-top Post-It notes (I have those on hand, but we may need more), but it shouldn't be much.
- **Printing:** The biggest expense would be printing for survey, results report and strategic planning packet for the public. We could ask for an RSVP from the public well in time to prepare enough printed reports for them, or we could have just a limited number on hand and people could pick them up, first come, first served. We also intend to post online, so they could print out their own. We can thrash that out the closer we get.

That's about all I can think of, my dear. Let me know if you have any questions, and thanks again for all your help and support!

Jackie Harder

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June 17, 2013

Tentative schedule/strategic planning

Key Largo Fire-Rescue and EMS District

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| Sept. 9 | District board approval of survey questions for stakeholders and the public |
| Sept. 23 | Load questions to online survey template |
| Sept. 27 | Send survey link to media and all stakeholders (district board, ambulance corps, fire department)
Post link to appropriate websites (district, ambulance corps and fire department) |
| Oct. 16 | Deadline to complete survey |
| Oct. 30 | Deadline to compile survey results |
| Nov. 4 | Present survey results to district board
Post survey results on all appropriate websites |
| Nov. 16 | Strategic planning session, place TBD |