

**MFN Steering Committee Meeting Notes**  
**February 17, 2005**

**Group Formation**

Kathy McGrane is willing to be a project resource or a program co-designer; She is looking to contribute in a more ad-hoc or project basis, rather than an ongoing basis. The group welcomed her willingness to help out.

Steering Committee members expressed a strong commitment to the organization, recounting their positive experiences with MFN.

**Action Items from this Unit of Work**

1. Chris agreed to send all of our contact information via email. (Already done. Members should confirm the accuracy of their contact information.)
2. People expressed a desire to get to know one another better. The group agreed to meet in person in March. Details below.

**Program Discussions**

We decided that we will not do the Leadership Strategies Program with Mike Wilkinson in March.

We decided to do a "Show up and Present" program on March 31. The theme will be "How we celebrate." The basic plan is to get people to make 10-minute 'mini-presentations' about the various ways that they celebrate the end of a project, the departure of a colleague, etc. We will ask members to prepare ahead of time so we are assured of having a few facilitated discussions to get things rolling. We also decided to give participants time in the beginning to prepare their mini-presentations.

We decided to solicit from members ideas about other themes for this "Show up and Present" format.

The meeting logistics are:

Thursday, March 31

6:30 – 8:30 PM

Salem Church, 28<sup>th</sup> and Lyndale.

**Action Items from this Unit of Work**

1. Chris agreed to send out results from December work session; those notes will inform our future discussion of programming. (Already done.)
2. John agreed to draft an agenda for the March 31 program and send it to everyone for feedback.
3. Ross will coordinate facilities and food for the March 31 meeting.

**Administrative Considerations**

Chris will take possession of the check book and write checks on behalf of the organization. An annual audit of the organization's finances was suggested and agreed upon.

The group agreed that severing the relationship with Pathstones as soon as possible was in everyone's interest. Mary Lange will also receive a suitable thank you for her outstanding support of MFN. Mary has expressed concern about the new steering committee taking over bill-paying duties, migrating the web site off of Jay's personal account with his web hosting provider, and getting membership renewals out.

The group scheduled the next Steering Committee Meeting for Tuesday, March 8, 2005. 9:00 AM – 11:00 AM. It will be held in Olav's meeting space in his office near 3M

**Action Items from this Unit of Work**

1. Kathy McGrane and Chris Haydock will ask Cheryl Kartes to fulfill a more narrowly defined role of treasurer.
2. John will talk to Jay about leaving the old web site up until a new host is found.
3. Olav to send directions to his meeting space in time for the March 8 meeting. (Already done.)