

**Timeline Sub-committee of the
Cluster 21 Planning Committee Meeting**
4 – 4:30 p.m., Sunday, October 22, 2006
St. Peter's Parish Hall

Present: *Lori Arsenault, Gene Fetteroll, Peter Lancia, Dave Deprey*

Minutes:

1) Purpose of sub-committee – To study the model of a completed report, break it down into individual tasks, determine the availability of individual members and time available before completed report is expected, and make a recommendation to the full planning committee of a proposed timeline and organization of sub-committees that will each be asked to complete parts of the final report in ways that better accommodate the members available times to meet.

2) Begin the study – Using a document that was provided by Msgr. Caron in June, the sub-committee began to study the make up of a hypothetical report, breaking it down into tasks to assign, and agreed that this approach will provide for the greatest amount of work being done in time that is well-utilized overall.

3) Expectations of next meeting – Lori, Gene and Dave will continue this work at a second meeting this week, and produce a recommendation to the full planning committee for a realistic task list and completion schedule for the final report to the bishop. Peter will then provide the sub-committee by e-mail a critical review of the proposal before the sub-committee makes its recommendation to the full committee on October 29th.

4) Next meeting scheduled: 6:30 p.m. Wednesday, October 25, 2006 in the St. Dominic Chapel at Sacred Heart / St. Dominic Parish.

Meeting adjourned at 4:40 p.m.

Minutes submitted by Lori Arsenault, October 23, 2006