

**Strategic Planning Session
The Hamlet
Monday, November 3 2025**

Meeting Time: 09:00 AM-1:00 PM

Location: The Gathering Place, The Hamlet, 229 Village Rd., Lopez Island, WA

Agenda

Time

- 5 min Introductions. Discuss agenda and time allocations

- 25 min Strategic Planning—Why do it? What is it?
 Discuss Mission, Vision, Horizon scans (SWOT-C), Strategic Priorities, SMART Objectives, Tasks, Assignments, Deliverables, Timelines

- 90 min SWOT-C: Brainstorming session to identify and frame The Hamlet’s Strengths, Weaknesses, Opportunities, Threats and specific Challenges.
 Prepare by re-reading Mission and Vision statements and current strategic plan (Heather to forward latest copies of each)

- 60 min Discuss horizon scan, identify strategic priorities.

- 90 min Identify SMART objectives that address strategic priorities

- 10 min Next steps and action items.