

Vashon Park District Board Retreat

January 9, 2016, 9:00-3:00

Retreat Objectives

- To build the foundation for being a high functioning board
- To get to know each other; to strengthen ourselves as a team
- To identify our 2016 goals and priorities

Agenda

9:00 Welcome and Introductions

- Chair's opening comments
- Introductions
 - What drew you to become a parks board member? What has kept you on the board?
 - What matters most to you?
 - What's important to you about today? What do you hope to accomplish?
 - One thing you'd like others to know about you?
 - One thing you'd like to know about others?

9:45 Setting the Stage

- A framework for a productive meeting
- Suggested meeting norms for today
 - Communicate respectfully
 - Assume good intent
 - Fully engage
 - Share your experiences and opinions honestly
 - Step back; take turns actively participating
 - Listen deeply
 - Honor the agenda – help us to stay on track

10:00 Historical and Future Scan: Learning from our Past

"A common sense of history, of how the organization has grown and developed over the years, and where it has come from, gives us clues to dealing with the future and fosters a readiness to look at where the organization is now. To create and embrace an exciting future we must acknowledge the good times and the bad, what must be kept and let go of - we must acknowledge our roots."

Lawrence Lippitt, Preferred Futuring

- **Historical Scan**
 - What are the important events, milestones, and decisions that have significantly impacted Vashon Park's growth and development over the years?
 - Lessons learned?

- **Future Scan**
 - What things do we see coming over the horizon or are developing now that will affect VPD in the future? Opportunities? Challenges? Obstacles?

11:00 Break

11:15 Role Clarification (see attached)

- **Basic Role Expectations/Responsibilities** (Board, Board Individual Roles, Executive Director)
 - What are the major responsibilities of the Board, individual officers, and individual board members?
 - What is the Executive Director responsible for?
 - What's the appropriate relationship between the board and staff?

12:00 Working Lunch (Continue with role clarification)

12:45? Core Principles and Processes for Effective Board Functioning

- **Core board principles** (see attached)

First and foremost is **integrity** – integrity with each other, integrity with financial reporting, and integrity in communications with members of our community.
- Second is the notion of **transparency** – transparency applies especially to our financial reporting and our decision making processes.
- Other principles
- **Board operating agreements**
 - What expectations do we have for ourselves to assure we fulfill our responsibilities as a board and function effectively? How can we assure we are most productive?
- **Basic board processes** (see attached)

2:00 2016 Goals and Priorities

- **Major Goals:** What do we want to focus on in 2016? What do we want to accomplish by year end?
- **Objectives:** If time: For each goal, identify specific activities/actions and time frame. (What, who, by when)

2:50 Wrap Up

- Summary of today's work
- Next steps and follow-up items
- Evaluation of today (How did we do? What worked? What could we do better next time?)

3:00 Adjourn