



Strategic Planning- Board Retreat 2019-2020

The survey was sent out is to help us get in the right mindset for our Strategic Planning session, and ask the key questions before it happens to cut down on some of the discussion. If you have not filled in the survey, please go to: <https://goo.gl/forms/xhdNEOSyM4MqCBN72>

Strategy discussion will include:

- Vision: Where are we going in 2019-2020?
- Mission/Purpose : Why do we exist? Are we meeting the needs of our partners?
- Strategic Priorities: What do we need to focus on to achieve our Vision?
- Action planning for the strategic priorities. (See Strategy Plan for 2018 attached)

This one day planning agenda will help us on the direction of the organization for 2019-2020 and beyond. **Be ready to make the most of our limited time for strategic planning, by doing some work prior to the meeting and have the mindset to get things done.**

| Time | Objective |
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| 11:45-12:00 | Working Lunch will be served |
| 12:00-12:15 -Chair David Kuhnen | Welcome intro-Overview of the day |
| 12:15-1:00 -Rebekah Evans will facilitate | <ul style="list-style-type: none">• How did we get here?• What do we do well? Where can we improve? What would we like to see?• Review of survey results• Review of Mission and Vision |
| 1:00-1:45 | Trends in the 80 Watt District-what do we need to change, add, delete? MAKE DECISIONS, not just discussion |
| 1:45-2:30 -Chair David Kuhnen | <ul style="list-style-type: none">• Where are we going? (Operations and Strategy)• Discussion: 2 year Vision till our renewal (to 2020)• Discussion: 5 year Vision once renewal is set (2020-2025) |
| 2:30-2:45 | Snack Break |
| 2:45-3:45 | <ul style="list-style-type: none">• How are we going to get there?• Strategic priorities – Action Steps Set Up for each committee |
| 3:45-4:00 | Measuring success/ KPI's |
| 4:00-4:45 | What is the most important priority moving forward and the action step? Who will handle? |
| 4:45-4:55 | Other information? What should we be aware of that we haven't discussed? |
| 5:00 –Chair David Kuhnen | Thank you to the (team) Board of Directors (LEADERS in this community!) |

Please see what a strategy review meetings is and is not. There is a difference between strategy and operations, and ownership vs. accountability.

- **Strategy:** A strategy is a long-term plan of action designed to achieve a particular goal. Strategy is differentiated from tactics or immediate actions with resources at hand by its nature of being extensively premeditated, and often practically rehearsed. Strategies are used to make the problem or problems easier to understand and solve. Organization strategy typically describes a future state, as well as the process of getting to that place. Some people describe it as a destination, as well as a description of the road to take in order to get to the destination.
- **Operations:** The daily and weekly job of ensuring that your standard procedures are operating as expected.
- **Ownership:** In regard to strategy review meetings, this is the person that is responsible for knowing and understanding particular objectives or goals. They would be responsible for reporting about the progress being made to achieve the objectives and the actions being taken to close gaps.
- **Accountability:** This term usually goes hand-in-hand with “ownership,” and implies that a person is not only responsible for knowing and understanding particular objectives or goals, but is also responsible for the achievement of key measures. This is not always the case in a strategy review meeting because many of the goals require multiple people and teams across the organization to work well together to achieve the goals.

Follow-Up

The meeting can't be a success without following up afterward to make sure action is taken on the decisions that were made. Make sure we set up a process for tracking action items and due dates so things don't slip through the cracks. Throughout the process, think critically about our measures.

Make The Process Repeatable

In order to make strategy review at the committee and board levels, we can follow these steps to streamline our meeting process.

1. **Ensure a timeline on objectives.**
2. **Use technology to standardize the format of our data.** Charts? Online Connection?
3. **Allow visibility between meetings.**
4. **Don't allow leadership to miss meetings**—make these strategy meetings the most important review meeting each month.
5. **Ensure you have a clean history of meeting actions and that there is follow-through.**
6. **Constantly check on the value of the committee meetings.** (You may even want to give a simple survey about the meetings after they're through—have attendees rate the meeting on a scale of 1-5. Ask them what they would change.) Work on continually improving and streamlining your processes in order to reduce the burden on everyone involved; make the procedure for each meeting repeatable.