

Utah Afterschool Network: Board Retreat

February 28, 2017 8:30 AM – 1:30 PM

Time	Public Agenda	Facilitator Notes	Supplies/Materials
8:30 to 8:45 AM	Welcome <ul style="list-style-type: none"> • Introductions • Review Agenda / Logistics 	Rich – Welcome & Introductions Kelly F. – Review Agenda / Logistics	Agenda
8:45 to 9 AM	Network Successes <ul style="list-style-type: none"> • Foundation & Strengths to Build From 	Kelly F. - Give all attendees large sticky notes – give them three minutes to individually identify UAN successes/outcomes and write only one success/outcome on each sticky note – identify as many as you can. Facilitate report out. Emphasize this is our history, strength and foundation to build from.	Sticky Wall Paper Markers
9 to 9:15 AM	Nonprofit Organizational Lifecycle <ul style="list-style-type: none"> • Placing UAN on a Continuum of Board and Organizational Growth 	Jenifer – Organizations achieve different success milestones at different stages of development. <i>[introduce org lifecycle and how the phases map to org & board development]</i> Where would you currently place UAN from an operational perspective on this diagram? Individuals place their sticky notes on the chart. Discussion debrief: Based on where you placed UAN operationally, where does the board need to be (leadership dimension)? Why? <i>[individual reflection on note cards with large group debrief]</i>	Flip chart paper depicting the Org Lifecycle; Sticky notes
9:15 to 9:35 AM	SAN Governance Structures: An Overview	Jenifer – Introduce governance structures from other 501(c)(3) networks – e.g. VT, NJ, others. Discuss advantages/constraints of each. Discussion of tools for working groups, advisory groups, and committees.	
9:35 to 10:00 AM	Where are we headed – what do we need to aspire towards? <ul style="list-style-type: none"> • Vision 	Kelly F. – Small group work to build vision for the future. What does long term success look like? What are we working towards? Use Mott Goals and Frame of Strategic Plan to guide thinking. Write vision description on sticky notes – one idea per sticky note. Facilitate report out.	Sticky Wall Paper Markers
10:00 to 10:15 AM	What is happening in Utah to inform our work? <ul style="list-style-type: none"> • Landscape 	Kelly R. – Review Landscape Jenifer – Seek any additional input	Landscape overview
10:15 to 11:10 AM	Reaffirm 2017 Focus and Priorities <ul style="list-style-type: none"> • Key Performance Indicators 	Kelly – Now that we know foundation to build from, ideal vision/where we want to go and the environmental landscape in which we do our work – we can revisit current plan to ensure on track and relevant. As a large group - revisit priorities and identify changes, identify key metrics of success and identify strategic issues and questions. (Quality, Learning Community, Data, Policy, Communications & Fund Development) Place dots on work areas in need of board engagement.	Current strategic plan Sticky flipchart paper Markers Dots

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11:10 to 12:40 PM	<p>WORKING LUNCH <i>Who do we need to ensure successful implementation?</i></p> <ol style="list-style-type: none"> 1. Silent start 2. Committee structure 3. Board composition individual board roles 	<p><i>10 minutes to gather lunch [11:20 end]</i></p> <p>Jenifer –</p> <ol style="list-style-type: none"> 1. Silent start / 10 mins [11:30 end] <i>Goal: illuminate decision areas or bodies of work that require blended (board/non-board) committees or (an) advisory group(s).</i> <ul style="list-style-type: none"> – The previous “2017 focus and priorities” discussion generated core clusters of work in need of board engagement. Looking back at that same map, what areas of work require inputs from a diverse array of stakeholders in order to succeed? Why? Individual responses on index cards with report-out. 2. Committee structure / 30 mins [12:00 end] <i>Goal: shared understandings of the purpose of various committees and their appropriate authority and accountability. What work can/should the board delegate or release? Note: Introductory discussion only. Follow-on work group will be tasked with a deeper dive on committee structure.</i> <ul style="list-style-type: none"> – Overview of survey and interview data. Note: These discussions build to the decision point in the next section. 3. Board Composition and Individual Board Roles / 40 mins [12:40 end] <i>Goals: (a) identifying gaps on the board (e.g. skills, connections, etc.) and (b) decision-making on next steps for board recruitment.</i> <ul style="list-style-type: none"> – <u>Board composition</u>: Using vision and strategy as a guide, boards can take inventory of their current composition (board matrix) and identify additional skills/roles/expertise needed. Complete board member profile. – <u>Individual board roles</u>: Current board member commitment forms/documents: <ul style="list-style-type: none"> ○ BOD engagement commitment ○ Conflict of interest (<i>specifically related to board fundraising</i>) – Decision point: understanding UAN’s board development needs and the options for fulfilling them, does the group move to create a governance task force (with nominating functions)? (Alternate options will be provided based on the in-room discussion) 	<p>Survey summary</p> <p>Committee one-pager</p> <p>Board matrix</p> <p>UAN BOD engagement commitment form</p>

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12:40 to 1:10 PM	Resource Development <ul style="list-style-type: none"> Fundraising Earned Income Partnerships 	Kelly F. – Small group work to identify untapped resources and opportunities to access. Identify opportunities to diversify and expand revenue. Determine access points. Prioritize opportunities – most accessible / potential size of investment.	Revenue pie chart Summary of input from board survey Sticky flipchart paper Markers
1:10 to 1:30 PM	Wrap Up & Next Steps <ul style="list-style-type: none"> Sign-up for Work Group Retreat evaluation process 	Kelly F. & Jenifer – Review and clarify next steps; Facilitate work group sign-up; Retreat evaluation will be sent to Kelly R. immediately and distributed to you electronically – please keep an eye out; Finish with each participate sharing one retreat take-away	Work group sign-up form Retreat evaluation