



## **GOVERNANCE RETREAT – PLANNING YEAR** **Berkeley Hall Clubhouse, Bluffton, SC**

### **AGENDA**

<u>Times</u>	<u>Topic</u>
<b>8:00am – 8:30am</b>	<b>Arrival / Setup / Meet in Conference Room by 8:25am</b>
<b>8:30am – 8:45am</b>	<b>WELCOME, AGENDA AND OVERVIEW</b> <ul style="list-style-type: none"><li>• Agenda Review</li><li>• Ground Rules and Retreat Structure</li></ul>
<b>8:45am – 9:30am</b>	<b>GROUP DYNAMICS</b> <ul style="list-style-type: none"><li>• Exercise – Man on the Subway</li><li>• Strategies for Maintaining Harmony</li><li>• Break 9:30am – 9:40am</li></ul>
<b>9:45am – 11:00am</b>	<b>FROM WORDS TO ACTION</b> <ul style="list-style-type: none"><li>• Committee Basics</li><li>• Identifying Core Strengths</li><li>• Establishing Expectations and Deliverables</li><li>• Weekly Meeting – Format and Agenda</li><li>• Management vs. Governance</li></ul>
<b>11:00am – 12:30pm</b>	<b>TIMELINE DISCUSSION</b> <ul style="list-style-type: none"><li>• Timeline Elements</li><li>• Critical Items</li><li>• Important Items</li><li>• Working Lunch 12:00pm</li><li>• Break 12:30pm – 12:50pm</li></ul>
<b>1:00pm – 2:45pm</b>	<b>WORKSHOP</b> <ul style="list-style-type: none"><li>• Establish Committees</li><li>• Assign Tasks</li><li>• Identify Deliverables</li><li>• Post Target Completion Dates</li></ul>
<b>2:45pm – 3:00pm</b>	<b>WRAP-UP AND ADJOURN</b>