



Washington Township, Ohio
Strategic Planning Retreat
February 24, 2018

Retreat Norms/Ground Rules

- Listen with respect
 - Let others finish before you start talking
 - Be attentive to the speaker
 - Disagree agreeably
- Be:
 - **BOLD**
 - positive and realistic
 - candid and honest
 - patient and self-aware
 - engaged and fully present
- Strive for consensus
 - Look for opportunities to agree
 - Remember the power of “if” and “and”
- Have fun!

Retreat Purpose:

- Strengthen the working relationships between and among members of the Trustees and Township Administrator
- Provide strategic direction for the organization
- Identify and prioritize policy initiatives critical to Washington Township’s future

Preparation

This I Believe

- Each member of the Board of Trustees will be given 5-7 minutes to share "what they believe" about the future of Washington Township. This exercise is loosely based on the "This I Believe" essay format initiated by Edward R. Morrow on National Public Radio in the 1950s. Today, there is an international organization that engages people in writing and sharing essays describing their core values that guide their daily lives. You are invited to share what you personally believe to be true about the future of the township.
 - Tell a story: Be specific. Take your belief from the events of your life that have shaped how you look at and experience "community."
 - Name your belief: Focus on a core belief and talk about why it is true.
 - Be positive: This is what you DO believe, not what you DON'T believe. Avoid speaking in the editorial "we" and make sure this is about what you believe. Speak in the first person.
 - Be personal: Write/speak in words and phrases that are comfortable for you to speak.

Expectations

- We enter every relationship and engagement with certain expectations – many of which go unstated. We will work together to articulate and share the expectations that you have as you work with your new Township Administrator; the Administrator will be asked to share expectations he has for the Board as well.

What do the Trustees expect from the Township Administrator?	What are the Trustees willing to give the Township Administrator?

What does the Administrator need from the Trustees in order to be effective?	What is the Administrator willing to give the Trustees?

Agenda

Washington Township Trustees Retreat

- 8:00 AM – Work begins
- 12:00 PM – Lunch
- 3:00 PM – Adjourn for the day

Introductions

- Welcome and Introductions
- Agenda Review
- Norms and Expectations for the retreat

Agenda Item Outcome: Create a safe environment for honest exchange of ideas.

Administrative Update

- Review survey results from key Township staff and receive a status update from the Township Administrator on where major initiatives to help inform the discussion.
- Review long-term financial overview

Agenda Item Outcome: Consider staff input into the strategic planning process and long-term financial outlook.

Expectations

- Articulate the expectations of the Trustees and Administrator.

Agenda Item Outcome: Develop a shared understanding of the expectations of the Board of Trustees and Township Administrator and staff and come to consensus on this.

"This I Believe..."

- Each of the Trustees will be given an opportunity to share their "belief" about the future of the Township.

Agenda Item Outcome: Develop an understanding of the various perspective each member of the Board has about the future of the Township.

Vision and Critical Success Factors

- The building blocks of Strategic Planning include a vision for the future, a clear mission for the organization that is executed with common values, and an understanding of the "Critical Success Factors" – those things that "must go well" in order to achieve the vision. The Trustees provide leadership to the organization by articulating their Vision for the future and identifying Critical Success Factors. This framework provides a structure for priorities and workplans.
 - Review the common vision themes from the "I Believe" statements.
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 - Identify "Critical Success Factors."

Agenda Item Outcome: Develop a shared vision and identify and agree on those things that "must go well" to secure a positive future for Washington Township.

Township Priorities

- The Board will have an opportunity to discuss their perspective on priorities and share what they believe is necessary to move the Township forward.

Agenda Item Outcome: Develop a shared understanding of what each person feels is necessary to move the Township forward.

Priority Issues

- Prioritize the workplan for the coming two years.

Agenda Item Outcome: Identify and prioritize initiatives for the current planning period.

Next Steps

- Discuss how and when to communicate the results of the strategic planning exercise with staff and public.
- Identify timeline for work planning session with Township Administrator and key staff to complete strategic planning framework and implementation steps.

Agenda Item Outcome: Clarity regarding the path forward.

Parting Thoughts/Adjourn

- As the retreat comes to a close, each participant will be asked to share a parting thought on how they feel about the work done during the retreat.