

Washington Township, Ohio Strategic Planning Retreat

August 15, 2020

8:00 am to 12:00 pm

Agenda

Washington Township Trustees Retreat

- 8:00 AM – Work begins
- 12:00 PM – Adjourn
- Food and beverages will be available for breakfast

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 update from last strategic planning session (written binders from Township Administrator)

Agenda Item Outcome: Consider progress on past goals and what needs to be carried forward

Expectations

- Review and add to or amend 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.

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 existing framework provides a structure for priorities and workplans.
 - Review existing vision and reaffirm or revise
 - Review existing Critical Success Factors and reaffirm or revise

Agenda Item Outcome: Reaffirm 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.

Prioritize and Clarify

- Prioritize the workplan for the coming two years.
- Identify what success looks like for each initiative

Agenda Item Outcome: Identify and prioritize initiatives

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.
- Identify reporting on initiatives, including method and frequency

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.