



VCCW RETREAT 2011 PLANS

Saturday, October 22, 2011

*Anna @ best time
catering*

Purpose: To determine our role and responsibilities; To build our team; To build community support through fundraising;

Success: The retreat will be a success when it addresses the following issues:

1. 9 a.m. Business – These will be addressed in our Business meeting if not addressed at our September meeting.
 - a. December meetings – Should there be a December meeting; should there be a party, a pot luck festival and meeting; Should the date of last Monday be changed for December.
 - b. Directory of Women's organizations: Should we gather this information for a data bank and directory; what information should be collected; should this directory be sold as a fundraiser?
 - c. Publicity: What shall our publicity policies and procedures be; How will we know a media release has been issued; who shall have the responsibility to approve the releases?
 - d. Fundraising – Should we do fundraising, develop from the perspective of time, funding, and staffing limits.
 - e. Training Seminar- Should VCCW develop an annual training plan following the installation of officers; what issues should be included. Can it be used to build community support?
 - f. Revitalization of VCCW - complete our policies and procedures

*Our would
pick up
tell them we're
a non profit*

2. 10 a.m. RETREAT

- a. Team Building
 1. Getting to know each other – Professionally & Personally *profile*
 2. Evaluation of VCCW and our contribution during the last year (I have a questionnaire for this which may be edited to shorten and touch on key points.)
- b. Strategic Planning – Deciding what shall be on our 2011-2012 Calendar
 1. What is VCCW's role in recognizing the accomplishments of women and the women's organizations.
 2. Four (4) Teams for the Status of Women Study: How should this be done; who will participate; how will others be recruited to help; how will it be overseen and what relation will the teams have with the consultant?
 3. How shall we handle county/community issues, e.g. Hooters; What format shall we have for policies and procedures for handling these issues, how they come to the VCCW, how they get aired, who presents them; what response does VCCW give; Should VCCW have a space on its agenda where concerns of the community be brought?

4. Fund Raising – Do we need funds; what do we need funds for; how shall we go about getting funds; should this be a focus for VCCW this year?
5. What shall be our focus, our goal, this year 2011-2012? How shall we know the year has been a success?

Participants:

1. Who will attend? Will all Commissioners attend?
2. Rules on using the space: We have a \$100 deposit to leave the facility clean. Review the lease agreement, of which our Recording Secretary has a copy.
3. Does everyone support to the retreat and the objectives? Are there any proposed changes or additions?
4. Will you stay for the whole retreat day?

Location:

1. Location: Mira Vista Village, 2740 E. Ponderosa Dr., CA 93010.
2. How do we want to arrange the room and can we? leave to Facilitator
3. Are the chairs comfortable? y/or Around room + have Patio w Table + chairs
4. What type of control do we want over lighting and HVAC? windows -
5. We will have food, snacks, catered by Nancy's or Diana's caterer which will be paid for by the Commissioners. Do we want to bring water? Or tea, sodas? Or coffee? What will our contribution to this be? Presto Pasta-Inn
6. Can we hang flip chart paper on the walls? 3M
7. How will we handle breaks, breakfast, and lunch? coffee TEA donuts

Equipment:

1. What equipment is needed? Who will provide it?
 - a. Portable easel- Cynthia
 - b. Markers – Cynthia
 - c. Chart pads (3M) - VCCW
2. Who will provide it and who will operate it? – No other equipment will be needed.

Facilitator:

1. Cynthia King will be our facilitator
2. Cynthia's experience: Cynthia was our 2009 Facilitator and members were impressed with her abilities. She prepared the agenda and recorded and typed the

final report listing our Plan of Action. Also Cynthia will give us more information on her background, personal and professional, if she wants to.

Recording and Reporting:

1. The meeting will not be recorded.
2. The retreat report will include a calendar of goals/actions, activities/outcomes, and who will be responsible, e.g. co-chairs, others.
3. Cynthia King did the report for her facilitation as she did last time.
4. The Recording Secretary will do the minutes for the business meeting.

Budget:

ITEM	AMOUNT
Meeting space	\$100 deposit
Equipment rental	Facilitator will provide easel
Supplies	3M Pads provided by VCCW, Markers by Facilitator
Breaks and meals	\$15? Catering, water, soda, etc.
Facilitator Fee	\$250 paid by Commissioners donations
Other	

Napkins, plastic ware

INA + Lee

Time: We have the room from 8 a.m. to 5 p.m.

Set up: 8 a.m. (Riggan & Howard) Clean up 4-5 p.m. (Volunteers)

Business meeting: 9 a.m. to 10 a.m.

Retreat: 10 a.m. to 4 p.m.

Parking 3:30

Soda Machine 75¢

2740

*Accessible to Temple
Spa - bring suits*

Facilitator's Recommendations:

MEETING AGREEMENTS

- Respect Time frames
- All cell phones, pagers, etc., turned off
- Avoid side conversations; one person speak at a time
- Disagree without personal attack
- Practice facilitative behavior

2009 RETREAT OBJECTIVES

1. Developing common understandings about what it means to be a "team" and what is involved in authentic collaboration.
2. Developing shared "Norms" for the Commission.
3. Futuring: Looking ahead to our future goals for the coming year.

2011 RETREAT OBJECTIVES

We are at a different place now than we were at 2009. We must do the following:

1. To determine our role and responsibilities;
2. To build our team;
3. To build community support;