

## Draft Board Retreat Agenda—March 28 & 29

### Day 1:

9:00 Coffee, Pastries and Icebreakers/Review of Agenda (Norm & Peter West)

- Introductions—PDA & Foundation Boards, staff & public
- Icebreaker: *How are we doing?*
- Review of Agenda and Retreat Outcomes

9:30 Review of Staff Orientation Program (Staff)

- Organizational Structure, Mission, Core Values
- Business Case, Employee Benefits
- Master lease, Maintenance and Capital Projects
- Current Customer Base and Customer Reviews
- SWOT analysis

11:00 Board Member Roles & Responsibilities (Norm, Todd, Dave & Diane)

- Open Public Meetings and Records Act Compliance, Code of Ethics
- PDA Charter
- Board Member Job Description

12:00 Lunch

1:00 Review of Partner Programs, Leases, & Contributions

- Partner Organizational Surveys
- Tour Bldgs 201 & 203, SUDs and 225

2:30 Tour—Focus on Buildings that support programming

- Wheeler & USO
- Makers Square—305, 308, 324, 304 & 325
- Educational Buildings—204, 205, 298, 202
- Reserved Buildings & Spaces—365, 366 and Carriage House

4:30 Check into rooms

5:00 Happy Hour at Taps, followed by dinner at Reveille

## Thursday, March 29

### Day 2:

8:00 Breakfast in Commons A

8:30 Board Business Meeting

- February Financials
- Resolution to enter into bond financing with Kitsap Bank for energy efficiency improvements

9:00 3 Year Strategic Direction (Staff)

- Strategy & Mission
- 2018—Focus on Culture, Communication & Consistency
- 2018 - 2020 Strategic Directions
- Where do we want to be in 2020?
- Performance Metrics and Next Steps

12:00 Working Box Lunch

- (team building exercise—around vision and culture)

1:00 Board Discussion: What is Mission of Lifelong Learning Center (Peter West)

- What is Lifelong Learning?
- Partner Classification
- Review of Partner Ecosystem
- Program gaps/needs to fulfill Lifelong Learning Center Vision
- Next Steps

3:00 Organizational Development and Evolution to Fulfill LLC Mission

- Organizational Assessment
- Investment Priorities/Partner Recruitment Strategy
- Key Staffing Positions—Recommendations for next 3 years
- Next Steps

4:30 Advance to Taps and 2020