

handout  
2008-10-01

Board Retreat: Detailed Agenda 10:00am to 4:30pm

Item(s)	Desired Outcome	Duration	Presenter
Team Building Exercise	Board and Staff have an opportunity to learn more about each other as individuals; current roles and responsibilities, areas of expertise, work styles, areas of interest; questions; motivations. This will provide a working foundation for working together both as a full board, as well as in smaller committees, and, will establish a foundation for ongoing discussions of diversity and cultural competency.	30 min	Michelle Gaines
"Statutory Review"	Board and Staff will review and understand our specific statutory authority. <ul style="list-style-type: none"> <li>• They will have the opportunity to address any questions about the current statutes, how the statutes relate to our rules, how they drive our agency mission.</li> <li>• They will identify any areas in the statutes that may need to be addressed due to changes in related technology, supply chain, demographics, economics, environmental or other factors.</li> <li>• They will have the opportunity to ask any questions about the process of changing statute and rule, with a focus on the upcoming legislative session.</li> </ul>	60 min	Johanna Matanich
Board Governance	Board and staff will understand the role of a governing board within the State of Oregon, what the roles and best practices are for a governing body, and what that responsibility means for the board and for the individual members. <ul style="list-style-type: none"> <li>• Public Law</li> <li>• Ethics Law</li> <li>• Board Best Practice Standards (History &amp; Overview)</li> <li>• Role of Board, Role of Agency Staff; Delegated Authority, Process for Establishing Board Management Practices</li> </ul>	60 min	Johanna Matanich
SWOT Exercise	Board and Staff will complete a planning process that includes: <ul style="list-style-type: none"> <li>• Review and discussion of the mission, vision and current strategic and business plans.</li> <li>• Completion of SWOT brainstorming activity.</li> <li>• Identification of open questions or information required to effectively plan (ie: statistical information, presentations, speakers, etc).</li> <li>• Review and discussion of effectiveness of current KPMs as indicators of achievement of agency business and strategic plans. Preliminary identification of weaknesses and/or possible additional measure.</li> </ul>	1.5 hours	Michelle Gaines

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back by 1:10pm

	This discussion will be used to draft materials that will be presented to the board for review and adoption at a future meeting. This discussion will also be used to arrange for outside speakers to address the board in support of development of plans.		
Board Best Practice KPM Discussion	Board and Staff will hold discussion of Board Best Practice KPM Results, addressing the following questions: <ul style="list-style-type: none"> <li>• <i>What factors were affecting the results?</i></li> <li>• <i>What needs to be done to improve future performance?</i></li> </ul> Board and Staff will fully understand evaluation criteria, and identify specific actions needed to ensure criteria are met, including clear means for reporting results to board.	30 min	
Breaks, Getting Lunch, etc	Participants will have a <b>little</b> bit of time for biobreaks and acquisition of food for working lunch. ;) )	30 min	
Board Management Practices	Board and Staff will identify elements of what they would like to see addressed in board management practices. These will then be drafted and presented to the Board for review and adoption at a regular meeting.	30 min	

Some of the activities will be in smaller teams that then report out to the group. This will allow folks to plan outside, etc, but will prevent more than 2-3 board members from being in any one group that is off somewhere.....Team captains will be the staff members.