**City of Blaine**

Winter Retreat agenda for: BO, MLS, MJ, SC, LT

Monday, March 2, 4:30-8:30 PM

Blaine Harbor Boat House

|  |  |
| --- | --- |
| **Time** | **Activity** |
| 4:30 | **Welcome / Introductions / Agenda (Michael, Bonnie, Laura)*** Message from Michael Jones
* Message from Mayor Bonnie Onyon
* Retreat format, all participating as equals, Laura facilitating
 |
| 4:35 | **Opening of Retreat/Objectives/Norms (Laura)****Objectives of Retreat** * Review Council Priorities as guide for 2020/2021 Strategic Plan
* Presentations of current workplans from staff
* Discuss working norms and ways to improve communication

**What is the vision of council and staff working successfully together?** **Flip Chart** (Input from staff and council as they arrive)**Icebreaker –** Step in / Step out |
| 4:55 | **Communication (Laura)**What are the core values underneath the **vision of success**?**In one group, start with pair share.***With the vision of a successful council working together… what shall we**Continue doing?**Start doing?**Stop doing?**What are our non-negotiables?***Two Groups (Council and Staff Separate)** *What can the council ask and offer the staff/what can the staff ask and offer the council? Can use specific items like:*Council Packet/Requests for Council ActionStudy Sessions* Analysis of recommendations – effectively communicated with appropriate level of detail
* Feedback and Direction – ways to facilitate more feedback

**Communication Commitments** |
| 5:40 | **Dinner Break**  |
| 6:00 | **Working dinner - Staff report out – 2020 work plans (Staff)** Leading with Michael |
| 7:30 | **Dessert Break** |
| 7:40 | **Council Priorities (Mayor Onyon)** As council we are creating policy level directions and set the bigger pictures.Lots of priorities – if everything a priority there are no priorities (tier one or tier two) Can we trim this list**Review Council Priorities and identify edits** (Economic Development?)* What are the main priorities?
* How does this fit into the 20-year plan?

**What else about your Council Priorities would be important for Michael and staff to know to be successful with their Strategic Plan?****High-level outline of 2020/2021 Strategic Plan Includes (Michael)*** Council Priorities
* 20-year vision
* Executive summaries of city planning documents
 |
| 8:15 | **What is still needing time and attention?** |
| 8:20 | **Collective achievement from today activity**Last reflections, next steps, recognition |
| 8:30 | **Adjourn** |

**Laura Brings**

All Facilitation Materials (Flip Charts, Pens, Post its, Dots)

**Sam Brings**

Participant Agenda

Handouts - as determined

Meal planning