

Non-Profit Chorus Board Retreat Summer 2014

(1200 chorus members – 200+ rotating singers for each of 3 major concert seasons per year – dominantly volunteer run – two part-time paid positions including artistic and administrative directors. Established 1990. Board of 12 people, 5 of whom were in their first year on the board.)

Sunday, July 27 9:15AM – 5PM Please Arrive: 8:45 – 9:00 AM

LOCATION:

PARKING:

Contact Info:

PARTICIPANTS

Board Members:

Artistic Director:

Administrative Director:

Facilitator:

CALLING QUESTION

- *In the context of our growing stability, and in meeting the needs of our community of singers and audiences, who or what are we now poised to become?*

GOALS

- Get acquainted
- Clarify together where the (XXX org) currently is, where it is going, and actionable goals for the coming year
- Know where to put your energy; how your contribution contributes to the overarching goal of the chorale, and how your committee impacts other committees

TO PREPARE

- Complete the ‘Board Strength and Gap Analysis’.
Send it to (Board Secretary) by July 15.
- Read or scan your Board Book. Makes notes on question areas to assure they are answered in the course of the retreat
- Read and sign your Board Agreement
- Consider what you love about the (org); why you joined the board; what you can contribute, and what you would like to develop personally or professionally through this experience on the Board.
- Ponder our “Calling Question” listed above

BRING WITH YOU TO THE RETREAT

- Your thoughtful notes, questions on anything, and your reflections about our retreat “calling question”
- Your Board Book
- Signed Board Agreement
- Computer, pad, pen – whatever helps you move forward easily with your next steps
- Any special things you need to care for yourself, e.g. special snacks, meds, pillow...
- An open mind & heart – your willingness to work together with presence, curiosity, clarity and joy

Coffee, Tea, Water and Lunch will be provided.

Agenda

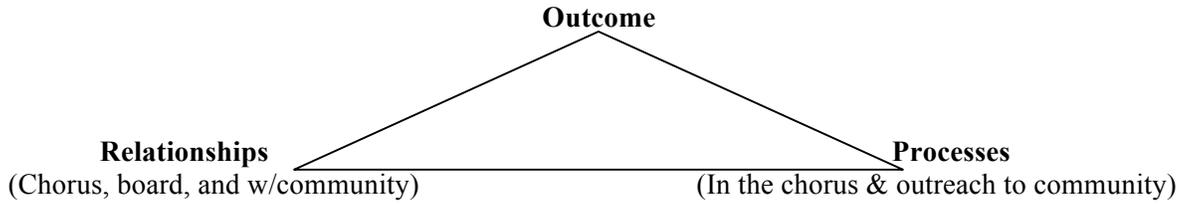
		Person Leading the topic
8:45 – 9:00	Arrival Coffee, Tea . . .	
9:00 – 10:05 AM	Opening Centering Mystic Chorale Mission Statement	
	Facilitator's Role	Facilitator
	Overview of Agenda //	
	Dialogue // Process & Agreements	
	Introduce Yourself (2 min ea.)	
	What are you leaving behind to be with us today?	
	What would you like us to know about you?	
	What would you like from our time together today?	
	Brief Overviews of:	
	Organizational framework of Mystic Chorale	
	Each committee, their purpose, typical projects, strengths and areas for improvement	
	Current state of Mystic Chorale	
10:05 – 11:05	Dialogue – Vision <i>In the context of our growing stability, and in meeting the needs of our community of singers and audiences, <u>who or what are we now poised to become?</u></i>	
	Format: Go round 2 min each // Open dialogue 20 min //	
	List: Key ideas emerging from open dialogue	
	Theme for 2014/5:	
11:05 – 11:15	Break	
11:15 – 12:00	Open Discussion – Goals <i>What's missing that if provided would make a critical difference to our further stabilizing and becoming what we envision?</i> Goals for 2014-5:	

12:00 – 12:15

Other Challenges?

Any other persistent or emerging challenges we need to solve?

Consider: Internal and external relationships and processes.



12:15 – 12:45

Lunch

12:45 – 1:15

Artistic Vision

1:15 – 2:00

25 x 25 Update

Fundraising Campaign & 25th Anniversary Celebration

2:00 – 2:45

Committee Goals 2014/15

Based on the Board Theme, Goals, and Challenges:

How can each committee best contribute to accomplishing what you intend?

2:45 – 3:00

Special and/or Ongoing Projects

What special projects will help us move forward?

Who will lead these? What support is needed to succeed?

3:00 – 3:15

Break

3:15 – 3:40

Board Effectiveness – Relationships, Process, Recruitment

How will we work together? How can we help each other grow?

Our Commitment to One Another

How Our Board Works with Musical Directors, Administrative Director and the Chorale

Board Stability & Recruitment

- Overview recruitment process – Board & Key Positions
- *What skills and talents are still needed? Or need more depth?*
- Who do I know *in or out of* the chorus that:
 - 1) has those skills
 - 2) I would like to work with, and
 - 3) I could personally ask to join us

ANYTHING ELSE TO DISCUSS BEFORE WE MOVE TO NEXT STEPS /ACTION?

NEXT STEPS

- 3:40 – 4:00 **Overview Committee Charters** (Outline on last page of agenda)
- What they are
 - How to determine goals & activities for coming year
 - How to complete the Charter
 - Send your completed Charters to Gail Sullivan by September 3
 - Review Charters with Board at September Board Meeting
 - Briefly how to use your charter with your committee
- 4:00 – 4:30 **Board Meeting Dates, Times, Locations – Annual Calendar**
- First Fall Board Planning Meeting** – September 16
Committee Chairs come prepared with Charter Goals
- First Fall Rehearsal** – Tuesday, September 9
- Volunteer Fair:** Tuesdays, September 17th and 24th
Before and after practice.
Board Participation – What’s needed?
- All Committee Meeting:** October 16
- 4:30 – 5:00 PM **Conclusion**
- Participants’ Final Reflections
 - Closing Song/Words

Committee Charters – Overview

Board Determines High Level Committee Goals

Chairs Develop Subset of Goals for their Committee to Achieve the Board-determined Goals

Through which committees can the Board accomplish its goals?

What are the high level goals the Board asks that committee to achieve?

What are the ongoing activities this Committee is responsible for?

To determine the Committee Goals that will accomplish the Board Goals, for **each** of the Board goals identify:

What's so now?

What's missing that if provided would make a critical difference?

What Committee could accomplish that?

What is our clearly stated high level goal for that Committee?

Over the Summer: Committee Co-chairs **create a subset of goals** for their committee that they feel will most effectively achieve the Board-determined high level goal.

*Review your committee goals with one another at the September Board Meeting prior to the All Committee Meeting.

At the Fall "All Committee Meeting": Committee Chairs meet with their volunteers to:

- 1) Get acquainted – with each other, the (org) Mission, Board, and Committees
- 2) Review their committee's high level and subset goals
- 3) Invite reflection on or changes to their subset goals
- 4) Determine 'How to' and 'Next Steps' to achieve the subset of goals they agree upon
- 5) Clarify 'How to' and 'Next Steps' and who will spearhead each activity

A committee may want change a standard activity offering. If so, their ideas flow up through their Chair to the Board.