

Kickoff Meeting

2019 TRPC Strategic Retreat

April 29, 2019

AGENDA

1. **(10 mins) – Scope of work** – Review and confirm approach in attached Scope of Work:
 - a. Tasks and deliverables (next page)
 - b. Schedule and Key milestones (such as when to schedule interviews)
2. **(10 mins) – Reflecting on experience at the 2017 Retreat** – What to consider in the design of this year’s retreat. Some comments from last year:
 - a. Wanted to spend more time discussing topics in depth; time to wrestle with a topic
 - b. Subcommittee leads would like to see detailed agenda ahead of time, so they can be ambassadors during specific retreat exercises
 - c. Improving participation of Council Members – worked well
 - d. Strategic plan tables useful in keeping the plan alive; gave Marc “side-boards”
 - e. Other feedback to keep in mind?
3. **(15 mins) – Retreat Topics** – A sense of key topics for this year’s retreat, based on progress made since 2017 and issues the Council has been discussing. To consider:
 - a. Which parts of the current plan need to be replaced or updated?
 - b. Which new issues/topics should be addressed?
 - c. Which topics could/should be revisited to ensure relevance for next 2 years?
 - d. Which topics need a “deep dive”?
 - e. 20% new Council Members – any special considerations or topics?
4. **(15 mins) – Council member interviews** –
 - a. Affirm the purpose of the interviews; what do you want to learn?
 - b. Brainstorm types of interview questions
 - c. Agree on the approach for inviting Council interviews, since only 14 interviews are included in the scope of work (e.g. first-come signups for available slots, or special invitations to select members, or....?)
5. **(If time permits) – Background Info** – Discuss materials to bring Andrea up to speed, as well as materials that Council members may need to read in advance

Item:	For Council Members	For Andrea
2019 overall agency work program		x
2019 transportation-specific work program for WSDOT (Unified Planning Work Program).		X
2017 Strategic Plan		
Other?		

6. (If time permits) – Looking ahead: how you might engage Council members at upcoming Council meetings in May and June.

7. Other Topics?

EXHIBIT A: SCOPE OF WORK

Project Understanding

Goals for the 2019 TRPC retreat currently include:

- Identifying **potential new strategic priorities**, obtained by interviewing some Council members.
- Using the results of the interviews and the existing strategic plan, **revisit and update the next biennium's strategic priorities** with the Council.
- Allow time for Council members to **wrestle with a key topic**, through in-depth, facilitated discussion.

Other requested outcomes are described in the Approach (Scope of Work) section below and will be finalized with the planning team you have assembled.

Approach

The following paragraphs outline the project approach in four tasks.

Task 1: Retreat Planning

Andrea Ramage, facilitator, will work collaboratively with your planning team to define expected outcomes and outputs for the retreat and develop the agenda. This work will give us a sound roadmap for the meeting, so that you may achieve your meeting goals. Two planning meetings are proposed:

1. **Planning Meeting #1** – This will be a kickoff meeting, conducted via conference call to better steward your available budget. The topics for discussion will include confirming the scope of work, defining key milestones (such as when to schedule interviews), sharing feedback about the 2017 retreat, and brainstorming interview questions for the Council member interviews in Task 2. In addition, we will discuss how you might engage Council members at Council meetings in March, April, May, and June.
2. **Planning Meeting #2** – Occurring about 2 to 3 weeks before the retreat, this meeting will be used to review the results of the interviews and finalize the retreat agenda and materials.

In addition, one-on-one phone meetings with Marc Daily have been budgeted, to allow for coordination between these meetings and the retreat.

Outcomes

Clarity and agreement about the retreat outputs/outcomes and the facilitation approach.

Deliverables

- Rough drafts and final draft of the retreat agenda
- Slide deck, handouts, and other materials to support the retreat agenda

Task 2: Council Member Interviews

The purpose of Council Member interviews is to engage Council members in advance of the retreat and to identify key issues to address at the retreat.

A select number of Council members will be interviewed, using a set of interview questions designed and agreed-to by the planning team in Task 1. Somersault Consulting will provide a list of dates/times for which Council members may sign up. TRPC staff will handle the logistics of scheduling interviews with Council members.

Outcomes

Deliverables

Council members are engaged with strategic issues before the retreat, useful information is obtained to form the basis for the strategic retreat agenda, and data collection is efficiently performed outside the retreat.

- List of interview questions, draft and final
- Interview findings, summarized in a clear format

Task 3: Retreat Facilitation

The purpose of retreat facilitation is to guide an enjoyable, productive work session that achieves the stated outcomes in the time allotted. This includes:

- Arriving early at the meeting location to set up the room, touch base with you before we start, and welcome participants.
- Facilitating the Council through the agenda as we have designed it, while monitoring progress against time.
- Capturing the output of the group on flip charts and in photographs so that they may be documented in the Retreat Notes.
- Adjusting the agenda on the day of the retreat, depending on progress made during the meeting. This is normal, and I will consult with you before making any major adjustments. In addition, our pre-retreat planning will cover some of the meeting adjustments we can make.

Outcomes

Clear path forward in the form of Prioritized Strategic Issues and Goals, Prioritized Strategies, and agreement on these items.

Deliverables

- Meeting facilitation.
- Retreat Notes documenting the ideas, agreements, and decisions of the retreat participants.

Task 4: Retreat Notes

The purpose of the Retreat Notes is to document the results, decisions, agreements, and other outcomes of the retreat, so that TRPC staff may update the current strategic plan for the next biennium. Because the strategic plan already exists, we propose providing TRPC with a set of clear Retreat Notes instead of a full-scale, graphically enhanced report. Results of the Council member interviews will be included.

Outcomes

A comprehensive, clear presentation of the retreat results, in the form of notes transcribed from flip charts and handouts, and annotated with facilitator's notes for added value.

Deliverables

Retreat Notes, documenting the results, decisions, agreements, and other outcomes of the retreat discussions.

Assumptions

1. The two planning team meetings will last up to 2 hours long and will be conducted via conference call or video-conference.
2. Additional coordination calls with Marc Daily are anticipated, up to 3 hours total.
3. Interviews will be scheduled by TRPC staff, so that Council members may sign up for time slots with the interviewer/facilitator.
4. TRPC staff will provide contact information (phone and email) for each Council member.
5. All interviews will be up to 1 hour long and will be conducted by telephone.
6. The location of the retreat will be in Thurston County, in a location that allows travel (from Seattle and back) on the same day, without requiring an overnight hotel stay.
7. The retreat meeting room will be provided by TRPC or a member of TRPC.
8. TRPC will print the agenda and meeting handouts.

9. TRPC or the meeting venue will provide meeting equipment and materials, including but not limited to: projection equipment and screen for showing slides, large (at least 8 feet long) whiteboard or large wall free of obstructions, on which pins or blue tape may be used, 6 flip charts on sturdy easels, felt-tip Sharpie markers and pens for each attendee, several packs of 3"x5" Post-it notes or equivalent, and name tags.
10. All document deliverables will be transmitted electronically to TRPC.

Schedule

The calendar below proposes that the first planning team meeting take place in April, followed by Council interviews. The interviews will be used to shape the agenda, thus agenda design begins once the bulk of the interviews have been completed. Check-in calls with M. Daily take place throughout, on an as-needed basis. The second planning team meeting would take place about 2 to 3 weeks before the retreat, to confirm and finalize the agenda. The retreat is scheduled for July 12, 2019, and the retreat report may be delivered 2 weeks after.

Activity	APR	MAY	June 3	Jun 10	Jun 17	Jun 24	Jul 1	Jul 8	Jul 15	Jul 22
Planning Meetings	#1					#2				
Council Interviews										
Agenda Design										
Phone calls with Marc										
Retreat								Retreat		
Retreat Report										Report