

CCGA Planning Retreat 2017 – Draft Agenda 5.5.17 (ver2)

Date: Saturday September 30th, 2017
9:00am - 3:30pm

RSVP Date: Friday September 22nd, 2017

Venue: Christy Webber Farm & Garden
2834 West Grand Avenue, Chicago, IL 60612

Contact at CWFG, managers: Effie, Renee or Marina ([312-829-8200](tel:312-829-8200))

Refreshments and Food Details: **TBD**

Background documents link:

<https://www.dropbox.com/sh/2fk7z4wvwxlr0ha/AAABCQsnOhikmcXF1FOo1VSlA?dl=0>

- Agenda
- 3 questions
- CCGA working committees/goals chart
- CCGA Bylaws
- CCGA Membership application
- Other Orgs Bylaws: GreenNet, NYCCGC, IEC
- Overview of organizational models
- State Charter Instructions

Agenda Overview

9:00am

Coffee and morning snacks

9:15am

Welcome (15 mins)

Statement of goals for retreat

- How are we doing? (CCGA self-assessment)
- Governance structure – consensus on organizational structure
- Membership – consensus on membership model

9:30am

How we started and where we are (15 mins)

- A brief history of CCGA and current working committee goals.
- Reference to bylaws (but very general)

9:45am

Big circle: Individual answers to the three questions (30 mins)

Questions will be provided to all attendees ahead of the retreat for consideration. These questions are:

- What is one thing you feel is currently working well with CCGA?
- What is one thing you feel is not working/should be better?
- What is one thing you would like to develop as a new idea for CCGA?

We will each share our answers to these questions IN THE FOLLOWING BREAKOUT SESSIONS, and they'll be written on white boards/post for the group to see.

10:15am

Breakout session 1A (30 mins)

- Attendees will be organized into mixed groups, mingling members of the different working committees.
- Each group will discuss solutions to the brainstormed list of "What is one thing you feel is not working/should be better?"
- Each group will discuss the answers to "What is one thing you would like to develop as a new idea for CCGA?" with the goal of providing feedback and possible actionable steps.

** Depending on the number of attendees, we may need to divide the answers to the questions among the groups. It may be challenging for each group to discuss all of the answers in 30 minutes.*

10:45am

Breakout session 1B – report back (30 mins)

- Each group will record their results for items applicable to each committee
- general discussion about strategies and actionable steps to remedy what isn't working.
- list agreed upon actionable steps and a timeframe for accomplishing goals.

11:15am

Discussion about CCGA Governance & Organizational Structure (45 mins)

- Presentation of current model – open / collaborative model with fiscal agent
- Presentation of other options - elected board - 501c3 model

- Ideas and discussion about what works, what the benefits and challenges of each model are as relates to CCGA

12:00 noon

Lunch (1 hour) – location and time pending kids' lunch in same area

1:00pm

Finish Discussion about CCGA Governance & Organizational Structure (30 mins to finish)

- Continue Ideas and discussion about what works, what the benefits and challenges of each model are as relates to CCGA
- Reach consensus about Governance and Organizational Structure

1:30pm

Break – Coffee and refreshments (15 mins)

1:45pm

Discussion about CCGA membership model (1 hour)

- Overview of where we are – Julie
- What are the CCGA member benefits?
- What are the responsibilities of a CCGA member?
- Are there fees? How does this work?
- Reach consensus about the membership model

2:45pm

Wrap up / gratitude (15-30 mins)

Did we meet our goals for the retreat:

- How are we doing?
- Governance structure
- Membership model

3:00-3:15pm

Adjourn