

## Retreat Details

- A. Introductions- after the meeting is called to order, each member will be asked to give a brief bio of themselves.
- B. Break out groups- during the next segment, each member can ask to serve on their preferred break out group (Storm water Planning/Programs, Public Outreach/Education and Capital Projects/Facilities). Each breakout group would consist of two members. The chair and vice chair will serve as ex-officio members of all break out groups (non-voting status) and shall act as facilitators and checking the status of the discussions occurring within each break out group. County staff will also be on hand to help with technical questions that may arise. Also on hand will be relevant reference documents and maps that could prove helpful in the deliberations both in this phase and future ones.
- C. Open Forum Idea Exchange- each group will have their own station. Each station will be equipped with a flip chart on an easel and a supply of markers (as well as masking tape) In this phase, all members will be invited to visit each of the three stations where they will be given the opportunity to leave thoughts, messages and ideas for the break out groups to consider and incorporate in their

deliberation. The end product from this session should identify strategies and prioritization for consideration by the body as a whole. Each group should remain insular in its deliberations, but all members would be able to roam about to listen in or to observe.

- D. Break out Group Presentations- each group will be given 20 minutes to present their findings. As time allows, all members would be able to ask questions. No action required at this point.
- E. General Discussion- during this segment, the board reconvenes to regular order. This is the time for a free flowing exchange between members on everything presented or added thoughts and ideas. The goal here is to start bringing into sharper focus and definition the direction the board as a whole wishes to pursue. While many ideas will be generated, it would be impractical to adopt all forwarded strategies , priorities or projects. Consideration should be given to limit the SSWAB's work plan to realistic and achievable goals.
- F. Adoption of Mission Statement, Strategies and Priorities – In this final phases, the chair will be asking for action by the board to adopt. Motions and seconds will be needed, followed by discussion and a vote. By the conclusion of this element, the board should have before it a compendium of strategies and priorities that will help

shape the future work of this SSWAB board. Those ideas put forth, but not adopted by the SSWAB for action, should be listed in an appendix to the final report as a resource for future SSWAB boards.

Further refinement and wordsmithing will be necessary in order to formulate a document that is well constructed and formatted for general public circulation. The chair will call for a subcommittee (3 members) to perform this important work. The final polished document would then be brought back to the board for adoption at the next regular scheduled meeting of the board.