

June 10, 2004

**To:** LCOG Executive Committee

**From:** George Kloeppe

**Subject:** Agenda Item 3—July Planning Session for Board of Directors

The Committee is asked to discuss and provide direction regarding the Board's July 22 Planning Session in Cottage Grove. The Committee's recommendation will be conveyed to the Board on June 26.

Logistically, it is proposed that a catered meal be served at 6:00 and that the Board be convened for the Session not later than 7:00. It should be agreed that the meeting will be adjourned no later than 9:00. The "dinner hour" might serve to accommodate a less formal version of "member agency reports" ("rounds") prior to the start of the meeting. It is suggested that we not utilize an outside facilitator, but that identified management staff be charged with keeping the agenda moving and assuring equitable access by Board members to the discussion.

Substantively, the planning (as opposed to goal-setting) task before the Board would be to flesh out its own work plan for the five remaining meetings of the fiscal year. Two items of background material would be provided—(1) a block schedule of recurring events that the Board should anticipate throughout the year (see attached sample) and (2) a (sample) listing of topics, programs, projects and issues, which the Board may wish to insert into the annual schedule. Beyond scheduling, the Planning Session is intended to provide the Board with opportunity to request specific information and/or analysis from the staff.

The Committee's guidance regarding this event is encouraged.