

BEST PRACTICES



JULY/AUGUST 2020 e-Newsletter

Volume 7

Topic: Virtual Planning, Retreat Ideas, & Sample Agendas



With our new potential virtual reality, sharing ideas on planning and what a program day will actually look like is a challenge. To help, TACL has gathered some ideas on planning, and actual program Agendas from community leadership programs in Tennessee and other states to give you more ideas to consider as you move forward.

SAMPLE VIRTUAL PLANNING GRID

Stephanie Brackman, Leadership Rutherford, Murfreesboro, TN

	How we do it Now	Ideas for a New Normal	Plan B
Council/Alumni Activities			
Monthly Council Meetings	Meet at the Chamber	Same - council meetings should be held in person when possible	Virtual
Committee Meetings	Meet at the Chamber	Same - planning will be much more intensive and challenging	Virtual or conference calls
Alumni Investment Campaign	Alumni will be sent letters	Same - expect giving to be reduced; messaging will have to be strong	
Class of 2021			
Economic Impact	Rely on LR tuition of \$1000 per class member and alumni investment campaign - around \$16,000	If there is a reduction in class size and alumni giving this impacts the future budget	We do have reserves we can use if needed for a year
Application Process	Would be completed by now	Start application process 2 months out from selecting a class	No class
Class size	38-40 class members	20-25	No class
Leadership Lunches	Meet at a local restaurant - groups of 10 or 11	Meet at a local restaurant with a smaller group or meet at the Chamber if class members are comfortable participating	No lunches
New Class/Alumni reception	One hour reception held at Pinnacle Bank	No reception or held at a venue that would allow for social distancing and only invite new class and council - no other guests or alumni; plated food only with gloved servers; individual beer or wine bottles	No reception
Retreat			
	2 days & an overnight at Montgomery Bell State Park	MBSP or change structure - have it local with no overnight	combination of in person and virtual
Location	Montgomery Bell State Park	Venue in Rutherford County	
Roommates	Roommates	No roommates	No roommates
Meals	MBSP	depends on venue	depends on venue
Social time	MBSP Villa	depends on venue	depends on venue
Monthly Program Days	Planned days with visits to local businesses and organizations	Planned days with visits to local businesses if allowed and virtual meetings	Move to all virtual if needed - not really an option
Venue for program days	Each program day would be at different places; many at the Chamber	Depends on class size and if businesses will host	
Transportation	Bus	No bus - individual vehicles; will need enough parking	
Meals	Hosts would sponsor meals - buffets, trays of food, boxes	Boxes or non-contact pick up food	Boxes or non-contact pick up food
Program day logistics	Planning committees from previous classes	Planning committees from this year's class AND LR COUNCIL Finding businesses to host could be challenging	
Community Impact Projects	class assigned in groups to non profits in the community	class assigned to non profits in the community	no projects
Individual Projects	Class given list of available projects to select	Class given list of available projects to select - would have to confirm each one to assure availability	condensed version of projects
Graduation	Class graduates the final program day	Class graduates with social distancing on final program day	Virtual
Graduation social	Class gathers along with select alumni and council at a local venue for drinks and appetizers	Class gathers at local venue but it isn't organized by LR - or class gathers at local venue, hosted by LR but numbers are restricted	No social

SAMPLE VIRTUAL OPENING RETREAT IDEAS

- Icebreaker – Choose among “intro., tricky, and tough” questions: <https://icebreaker.range.co/difficulty>.
- <https://training-wheels.com/resources/who-we-are/> - online games. Michelle Cummins with Training Wheels has an online games database.
- Name Game – Each person introduces themselves and every person who came before them in the circle, they give their name and one thing they enjoy doing along with a motion to represent it. (ex. I’m Mary Kay and I like to run- job in place). The last person has to introduce everyone all the way back. This is like the “yarn” game many of us do on retreats.

*More ideas are on the TACL website, www.leadershiptennessee.com, under “Resources,” “Tool Box.”

SAMPLE VIRTUAL PROGRAM DAY AGENDA

Debbie Kaplan, Leadership Greater Washington, Washington, DC

Signature Program Class of 2020 Leadership Greater Washington

May Check-In

Staff Version
May 21, 2020

Zoom Meeting Click Here

Meeting ID: 824 1642 8815
Password: 996972

Facebook & LinkedIn: Leadership Greater Washington
Instagram & Twitter: @lgwdc #lgw20 #GreaterPurpose

Purpose:

- Provide class members with the opportunity to connect
- Allow class members to have discussions around topics that interest them

Zoom Ground Rules:

- Treat this as a regular in-person program: set aside time, setup yourself in a place with as few of distractions possible, fully engage
*If you need to remove yourself from the program at times, please do so with minimal distraction and rejoin as you can.
- Log in at 8:45am to learn the system and ensure all audio/video components work
- To ensure a smooth program, we will keep folks muted until acknowledged by the program facilitators.
- To ask a question or make a comment, please use the “chat” feature. The moderator will acknowledge folks one at a time.
- For any technical issues, please reach out to Dani (dbrockert@lgwdc.org or 920-723-8650).

8:45-9:00am “Breakfast and Networking”	<i>Class members will login to the platform and ensure everything works correctly. Start early if we can.</i>
9:00-9:10am LGW Announcements <ul style="list-style-type: none"> • Closing Retreat • Class reps Welcome & Overview <ul style="list-style-type: none"> • Ground rules for Zoom • Overview of the day – Purpose • Mention class name • Class announcements • Setup check-in breakouts <i>Debbie to monitor chat</i>	Doug Duncan ('15) President & CEO Leadership Greater Washington Mioshi Moses ('16) Executive Director Genesys Works National Capital Region Program Co-Leader
9:10-9:40am Check-in Breakouts <i>Outcome: Allow class members to connect with each other and check in</i>	<i>Chase will randomly sort people</i>
9:40-9:50am Reconvene as a Group <ul style="list-style-type: none"> • Share-outs • Preview next session 	Howard Ross ('91) Founding Partner Udarta Consulting Program Co-Leader
9:50-10:00am Break	<i>Class can remain on the system if they choose – we will just mute all. Put countdown on the screen. Chase will organize next breakouts based on class selections. Put team in breakout.</i>
10:00-10:05am Introduce Breakouts <ul style="list-style-type: none"> • Provide purpose & structure • Introduce/acknowledge speakers • Class members will rank their choices ahead of time <i>Outcome: Allow class members to connect in smaller group discussions around topics that interest them & share insights</i> <i>Breakout Format</i> 7 mins – Speaker intro/setting up the conversation 35 mins – Discussion with class members – solicit their input and questions for engagement. We want this to be more of a discussion instead of lecture. 3 mins – Wrap up & provide any action items, resources or next steps the class can take	Reopening Best Practices Neil Albert ('13) President & CEO, Downtown DC BID <i>Best practices regarding logistics of transitioning back to reopening business</i> People & Culture in the New Workplace Karyn Trader-Leigh Consultant, KTA Global Partners <i>Best practices and strategies around people management and culture within the new normal of transitioning work environments</i> What's Next for Nonprofits Sara Gibson ('15) Co-Founder & CEO, 20 Degrees <i>Looking at how COVID-19 has impacted the world of nonprofits and charitable organizations and discussing best practices and strategies around fundraising and operating through this time</i> Virtual Leadership Mary Abbajay ('06) President, Careerstone Group, LLC <i>Best practices and strategies for managing a team virtually and serving as an effective, motivational leader</i>

10:05-10:50am Breakout #1	<i>If someone has not selected a breakout, they will be placed in one. Team members take screenshots of breakouts. Wrap-up reminders at 5 minutes & 1 minute</i>
10:50-11:00am Break	<i>All class members will have to come back to the main room for Chase to create 2nd breakouts</i>
11:00-11:45am Breakout #2	
11:45am-12:00pm Wrap-Up	Howard Ross ('91)
2:00-3:30pm Mindtrust (Suggested Time)	<i>Mindtrusts can let Chase know if they need LGW Zoom</i>
5:00-6:00pm Virtual Social Hour (Optional)	<i>Three 20-min breakouts</i>

SAMPLE VIRTUAL PROGRAM DAY AGENDA

Kristin Zosa Puleo, Leadership Rhode Island



“Come Together” Virtually Session #4 — May 27, 2020 Education Day

Purpose: To hear about how RI public schools are handling distance learning initiatives, as a result of closures due to COVID- 19; To brainstorm what K-12 could look like when school opens again in the Fall.

Venue: Zoom Meeting:

9:30 – 10:15 am	Registration/Check-in to Zoom (coffee time – in breakout rooms)
10:15 – 10:30 am	Overview of the Day Kristin Zosa Puleo, Director of Programs, Leadership Rhode Island
10:30 – 11:15 am	Revisiting Pi II Norms, Virtually
11:15 – 11:30 am	Break
11:30 – 12:00 pm	Distance Learning in Rhode Island’s Public Schools – The Way Forward Commissioner Angelica Infante-Green, Rhode Island Commissioner of Elementary & Secondary Education
12:00 – 12:10 pm	Break
12:10 – 12:55 pm	Perspectives on Distance Learning Patrick Crowley (LRI '07), Government Relations Specialist, National Education Association, Rhode Island Daniela Fairchild (LRI '18), Director, Rhode Island Office of Innovation Ramona Santos Torres, Co-Founder, Parents Leading for Educational Equity
12:55 – 1:30 pm	Lunch
1:30 – 2:45 pm	Back to School – Planning for Fall 2020 Dana Borrelli-Murray (LR/ '12), Executive Director, Highlander Institute Daniela Fairchild (LR/ '18), Director, Rhode Island Office of Innovation Christine Lopes Metcalfe (LR/ '12) Chief Executive Officer, School Building Authority, RI Dept. of Education.
2:45 – 3:30 pm	Debrief
5:00 pm	Social

*“Never doubt that a small group of thoughtful, committed citizens can change the world
Indeed, it is the only thing that ever has.” - Margaret Mead*

*The “Staff Agenda” for this session is on the TACL website, www.leadershiptennessee.com - “Resources”, “Tool Box.”

SAMPLE VIRTUAL PROGRAM DAY AGENDA

Kristin Zosa Puleo, Leadership Rhode Island



“Come Together” Virtually Session #3 — April 24, 2020 Government

Purpose: To hear about how RI public schools are handling distance learning initiatives, as a result of closures due to COVID- 19; To brainstorm what K-12 could look like when school opens again in the Fall.

Venue: Zoom Meeting:

9:00 – 9:30 am	Arrival/Check-In	Main Space
9:30 – 9:45 am	Welcome; Overview of the Day Mike Ritz (LR/ '07), Executive Director, Leadership Rhode Island Kristin Zosa Puleo, Director of Programs, Leadership Rhode Island	
9:45 - 9:50 am	Transition to Party Caucus Breakout Rooms Party	
9:50 – 10:50 am	Caucuses - Breakout Rooms Majority Party Leader: Representative George Marley Minority Party Leader: Representative Ted Kresse Independent Party Leader: Representative Tom Baldwin	Room 1 Room 2 Room 3
10:50 – 11:35 am	Break	

11:45 – 12:45pm	Return to Zoom, Reorientation - Move to Committee Breakout Rooms Kristin Zosa Puleo, Director of Programs, Leadership Rhode Island	
11:45 – 12:45pm	COMMITTEE HEARINGS House Judiciary Committee H7719 - RELATING TO FOOD AND DRUGS - SOCIAL HOST REGULATIONS Chair: Rep. Alex Chiulli Vice Chair: Rep. Marcy Reyes Secretary: Rep. Jen Dalen	Room 1
	Testimony <u>IN FAVOR:</u> The Honorable Julie Casimiro (LR/ '08), Deputy Majority Leader, State of Rhode Island; Representative, Exeter/North Kingstown <u>OPPOSED:</u> Lisa Holley (LR/ '12), Attorney, Lisa Holley Law	
	Committee on Health, Education & Welfare H7575 - TO APPROVE AND SUBMIT TO THE ELECTORS A PROPOSITION OF AMENDMENT TO THE CONSTITUTION OF THE STATE - RIGHT TO ADEQUATE EDUCATION Chair: Rep. Carlene Fonseca Vice Chair: Rep. Rob Hancock Secretary: Rep. Jillian Finkle	Room 2
	Testimony <u>IN FAVOR:</u> Christine Lopes Metcalfe (LR/ '12), Chief Executive Officer, School Building Authority, Rhode Island Department of Education <u>OPPOSED:</u> Jennifer Brooks Hutchinson (LR/ '18), Acting Assistant General Counsel and Director, Legal Department, National Grid	
	House Committee on Environment and Natural Resources H7399- RELATING TO STATE AFFAIRS AND GOVERNMENT- RESILIENT RHODE ISLAND ACT OF 2014 - CLIMATE CHANGE COORDINATING COUNCIL Chair: Rep. Melissa Devine Vice Chair: Rep. Caitlin Chaffee Secretary: Rep. Dan Fitzpatrick	Room 3
	Testimony <u>IN FAVOR:</u> Hank Webster (LR/ '18), Staff Attorney and Rhode Island Director, Acadia Center <u>OPPOSED:</u> Jenna Giguere (LR/ '19), Deputy Chief of Legal Services, Rhode Island Department of Business Regulation	
12:45 – 1:45 pm	Break for Lunch! *parties gather stance and talking points for debate	
1:45 – 2:00 pm	Return to Zoom. Reorientation for Floor Debate	Main Space
2:00 – 3:10 pm	Floor Debate/Vote Presiding Parliamentarian Michael Egan Kristin Zosa Puleo, Director of Programs, Leadership Rhode Island Rep. Adam Olenn, Pi II Speaker of the House	
3:15 – 3:30 pm	Break	
3:30 – 4:15 pm	Leadership Chat The Honorable Sheldon Whitehouse, United States Senator, Rhode Island	
4:15 – 4:30pm	Debrief Mike Ritz (LR/ '07) Executive Director, Leadership Rhode Island	
5:15 – 6:30pm	Join us for the Pi II Zoom Social	

“The sovereign, original, and foundation of civil power lies in the people.” - Roger Williams

*The “Staff Agenda” for this session is on the TACL website, www.leadershiptennessee.com - “Resources”, “Tool Box.”

TENNESSEE LEADERSHIP REMINDERS:

Judy Renshaw, TACL Executive Director

Take advantage of the following resources and recognitions for your community leadership program:

- **TACL GRANT** – Now available to TACL Members interested in applying. It is a 1:2 Matching Grant for up to \$500 (example: you invest \$250 in your project and apply for a \$500 grant from TACL which gives you \$750 toward your project. Guidelines and Application are available on the TACL website, www.leadershiptennessee.com. Deadline August 31st.
- **TACL AWARDS** – All nominations and support data are due by August 31st. Applications are available on our website, www.leadershiptennessee.com.
 - ↳ **TACL Outstanding Leadership Program** – recognition of a program with growth, success and impact on their community.
 - ↳ **TACL Servant Leadership Award** – recognition of a volunteer.
 - ↳ **Robert M. Smith Outstanding TN Leadership Educator Award** – recognition of a community leadership program director.

SAVE THE DATE



THINK

IMAGINE

ENGAGE

TACL VIRTUAL CONFERENCE

OCTOBER 14 & 15, 2020

Contact Us



C/O Judy Renshaw,
TACL Executive Director



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We hope this information will be of value to you in helping to plan and implement future programs. You identified your biggest concerns in a recent survey as how to plan for the future and sample virtual program days which were addressed in this e-Newsletter. **Other key topics will be addressed at our 2020 Virtual Conference. Mark your calendar now to attend.**

SHOULD YOU CHOOSE TO PRINT THE TACL e-NEWSLETTER, PLEASE PRINT TO LEGAL-SIZED PAPER & CHOOSE THE “FIT” OPTION!

Check Us Out Online at <https://leadershiptennessee.com/tACL>