

San Juan County Conservation Land Bank - Strategic Planning Retreat

FINAL AGENDA

Thur., Dec. 14 and Fri. Dec. 15, 2023

San Juan Island Grange
152 1st St. N.
Friday Harbor, WA

Invited Attendees

All Commissioners and staff.

Overall Retreat Goal

Collectively design a six-year inspirational strategic plan for the San Juan County Conservation Land Bank that includes broadly supported vision and mission statements, as well as specific goals to achieve them.

Desired Outcomes

1. Build relationships and strengthen organizational knowledge.
2. Recognize the work that is being done and celebrate accomplishments.
3. Share the current state of the organization.
4. Come to agreement on high level vision, mission, measurable goals and strategies for inclusion in first draft of Six-Year Strategic Plan. Identify next steps for clarification and implementation.
5. Identify Year One priority actions.

DAY ONE

THURSDAY, DECEMBER 14		
TIME	ACTIVITY	LEAD
7:30 90 min	Pre-retreat meeting to hold district by district conversations; Breakfast provided	
9:00 AM 15 min	Retreat Transition and Sign-in	All
9:15 AM 15 min	Welcome and Agenda Review • Welcome • Strategic Planning Committee ○ Acknowledge members and their work • Facilitator's welcome and introduction	Lincoln Bormann, <i>Executive Director</i>

THURSDAY, DECEMBER 14		
TIME	ACTIVITY	LEAD
	○ Goals and objectives for the day ○ Agenda review ○ Decision-making approach Handouts: #1: Retreat Agenda	Strategic Planning Committee members (Mike Pickett, Brian Wiese, Christa Campbell, Peter Guillozet, Grant Carlton, Erin Wygant) Hilary Wilkinson, Triangle Associates, <i>Lead Facilitator</i> Kate Galambos, Triangle Associates, <i>Facilitation Support</i>
9:30 AM 30 min	Team Builder	All
10:00 AM 30 min	Strategic Planning 101 • High level review of process, key terms and concepts Handouts: #3: Strategic Planning 101 – Overview of Process and Terms #6: Data Review/Background Memo	Hilary
10:30 AM 1 hr	Core Values Exercise* Handouts: #2. Pre-Retreat Assignment	Hilary All
11:30 AM 10 min	Break	
11:40 AM 35 min	Celebrate Successes and Key Accomplishments Share accomplishments/successes, including ○ <i>Programmatic accomplishments</i> ○ <i>Operational accomplishments</i> ○ <i>Financial accomplishments</i> ○ <i>Other?</i> Handouts: #2. Pre-Retreat Assignment	Hilary All
12:15 PM 30 min	Working Lunch (Provided) - Successes and Accomplishments cont.	
12:45 PM 1 hr	State of the Organization • Summarize results of SWOT Analysis • Participants share perspectives on the current state of the organization • Discussion: <i>What are the issues that need to be brought forward into the Strategic Plan?</i>	Hilary / Kate

THURSDAY, DECEMBER 14		
TIME	ACTIVITY	LEAD
	Handouts: #4. Results of SWOT Assessment	
1:45 PM 45 min	Key Take-Aways from Stakeholder Engagement • Share relevant themes and takeaways from interviews • Share relevant themes from Engage San Juan survey • Q/A • Discussion: <i>What are the key themes and issues that need to be brought forward into the Strategic Plan?</i> Handouts: #5: Highlights and Takeaways from Interviews	Interview Team Members
2:30 PM 15 min	Break	
2:45 PM 90 min	SJCCLB Vision or “North Star” • Review core components of a solid vision statement • Review “best of the best” from other Land Banks and related entities • Facilitated visioning activity • Agree to essence of a vision statement for SJCCLB Handouts: #3: Strategic Planning 101 – Overview of Process and Terms	Hilary All
4:15 PM 15 min	Capture successes of the day. Highlight where we are in our desired outcomes. Check-in.	All
4:30 PM	Adjourn	
5:30 PM	Dinner - TBD	

DAY TWO

FRIDAY, DECEMBER 15		
TIME	ACTIVITY	LEAD
7:30	Land Bank Business Meeting - Breakfast provided	
9:30 AM 30 min	Retreat Recap Day One and <i>Thoughts After Sleeping on It</i> Reflections from Day One	Hilary / Kate All
10:00 AM 30 min	SJCCLB Mission Statement - Review core components of a solid mission statement - Review “best of the best” from other Land Banks and related entities - Group Discussion: <i>Is a new mission statement desired, or can the current mandate* double as the mission?</i> - Agree to essence of a mission statement for SJCCLB * To preserve in perpetuity areas in the county that have environmental, agricultural, aesthetic, cultural, scientific, historic, scenic or low-intensity recreational value and to protect existing and future sources of potable water. Handouts: #3: Strategic Planning 101 – Overview of Process and Terms #6: Data Review/Background Memo	All
10:30 AM 75 min	SJCCLB Goals - Review core components of measurable “goals” statements, pulling from previous day’s discussion. - Define “goals” and their core components (e.g. SMART - Specific, Measurable, Achievable, Realistic, Timely) - Brainstorm preliminary list of metrics for achieving goals (DISCUSS) Handouts: #3: Strategic Planning 101 – Overview of Process and Terms	All
11:45 10 min	Break	
11:55 PM 65 min	SJCCLB Finish Goals; Identify Strategies	All
1:00	Lunch Provided	
1:30 PM 90 min	Year One Priorities/Critical Success Factors Identify / agree to priority actions for Year 1	Hilary / Kate All
3:00 PM 30 min	Draft Table of Contents: Strategic Plan - Review/discuss/agree to basic outline of Strategic Plan - Did we miss anything? - Other items that may need more discussion Handouts: #7: Draft Table of Contents: Strategic Plan	Hilary / Kate

FRIDAY, DECEMBER 15		
TIME	ACTIVITY	LEAD
3:30 PM <i>30 min</i>	Next Steps Plan for creating and vetting first draft of Strategic Plan Document	Hilary / Kate All
4:00 PM	Closing/Adjourn	Lincoln; Planning Committee Members

Packet Contents

1. Final Retreat Agenda
2. Pre-Retreat Assignment
3. Strategic Planning 101 – Overview of Process and Terms
4. Draft Results of SWOT Assessment
5. Highlights and Key Takeaways from Engagement Activities
6. Final Review/Background Memo
7. Draft Table of Contents: Strategic Plan