

**A RESOLUTION APPROVING AN AGENDA FOR THE  
2008 BOARD OF ALDERMEN PLANNING RETREAT**

**Resolution No. 86/2007-08**

WHEREAS the Board of Aldermen determined that their annual retreat is to be held on January 27<sup>th</sup> and 28<sup>th</sup> at OWASA, and

WHEREAS Alderman Hall-Broun and Alderman Haven-O'Donnell have worked with staff and the facilitator to create this draft agenda, and

WHEREAS any further discussion and changes have been made at this meeting,

NOW THEREFORE BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro do hereby approve the attached agenda for their annual retreat.

**Town of Carrboro Retreat  
January 27-28, 2008  
OWASA Community Room**

**PROPOSED AGENDA**

**Retreat Goals and Objectives**

1. ***Clarify mutual expectations and obligations*** – identify what board members expect of each other, what the board expects of the town manager and the staff, what the town manager and staff expect of the board, and ways in which board and staff members can best meet these expectations.
2. ***Explore policy goals and directions*** – engage board and staff members in discussing policy issues and implications for the Northern Study Area and identifying the town's economic development policy goals and direction.
3. ***Strengthen board and staff connection*** – strengthen the governing relationship between board and staff members.

**Sunday, January 27, 1:30 pm – 5:00 pm**

**1:30 Welcome and Getting Started**

***Who Are We? – “Our Coats of Arms”***

- Participants prepare their coat of arms in advance and bring it with them to the retreat
- In small groups, participants share and compare
- Solicit feedback and observations regarding what members learned

***Why Are We Here? – Goals, Objectives, Expectations and Concerns***

- Post retreat goals and objectives
- In small groups members discuss retreat goals and objectives and identify their expectations (what they would like to see happen, what would make their time worthwhile) and concerns (what they would like not to see happen, what would make their time not worthwhile)
- Groups report out
- Solicit observations, meanings, implications for action

**3:00 Break**

**3:15    *Creating and Sustaining Successful and Satisfying Governing Relationships***

1. Organize board and staff members into separate groups:
  - Board members discuss and record what they want from their experience as an elected official
  - Staff members discuss and record what they want from their experience as an appointed official
  - Groups report out – compare and contrast – solicit observations
2. Form 2 joint board-staff groups to address the following questions:
  - Group 1 – What do board members need from staff members and from other board members to help make this happen, and what 3 things (actions, best practices, operating principles) can board and staff members do to help meet these expectations?
  - Group 2 – What do staff members need from board members and from other staff members to help make this happen, and what 3 things (actions, best practices, operating principles) can board and staff members do to help meet these expectations?
  - Have groups record their responses, post, and report out - solicit feedback, observations, and implications for action

**4:45    *Reflection and Next Steps***

**5:00    *Adjourn***

**Monday, January 28, 8:30 am – 4:30 pm**

**8:30    *Welcome and Getting Started***

- Reflections and observations regarding yesterday
- Overview of today
- Ground rules for policy discussions

**8:45    *Public Policy Values and Choices***

- Present public policy framework – demonstrate value mapping
- Connect values to policy choices and tools
- Identify implications for board-staff policy development and communication

**9:45    *Break***

**10:00    *Exploring Northern Study Area Policy Recommendations***

1. Provide summary of work to date on the Northern Study Area
  - Solicit questions, observations, and feedback
2. identify key policy issues and choices
  - Break into 2 joint board-staff work groups

- Using NSAPIRC summary of policy recommendations, discuss and identify the key policy issues and choices that emerge from the recommendations
  - Groups map the key policy issues and choices they identified and report out
3. Solicit observations and implications for how the board and staff proceed regarding the NSA recommendations

**12:00 Lunch**

**12:45 *Economic Development Policy Goals and Direction***

1. Provide summary and overview of the town's economic history, policy, and development
  - Solicit questions, observations, and feedback
2. Identify and define economic development policy goals
  - Break into 2 joint board-staff work groups
  - Using consolidated summary of economic development policy recommendations, goals, and strategies, discuss and identify the priority economic goals you would like to see the town achieve
  - Groups report out – synthesize and consolidate list of goals – list and post

**2:00 Break**

**2:15 *Economic Development Policy Goals and Direction (Cont'd)***

1. Based on the consolidated list of goals, identify specific actions to accomplish these goals
  - Write actions on post-it notes, post actions on open wall space, organize into logical groupings, and label groupings as strategies
2. Discuss and identify the values expressed in the goals and strategies
  - Based on these expressed values, map each board member's value preferences
3. Discuss what the values map means and translate into a policy direction that can guide staff
  - Solicit feedback regarding the policy direction suggested by the values map

**4:15 *Wrapping Up – Summary, Decisions, Reflections***

- Summarize decisions, commitments, and actions
- Solicit overall feedback, observations, reflections, conclusions
- Invite closing remarks

**4:30 Adjourn**