

Sunday, January 28<sup>th</sup>, 2007  
Board of Aldermen Annual Retreat  
Agenda

Location: OWASA

- |      |   |                   |
|------|---|-------------------|
| 1:30 | Welcome   | Mayor Chilton     |
| 1:35 | Review of agenda  | Peg Carlson       |
| 1:45 | Presentation of financial projections   | Bing Roenigk      |
| 2:15 | Discussion of Board communication, including “Ground Rules for Effective Groups” (see 1/17 memo from Peg Carlson for preparation questions) | Board of Aldermen |
| 3:45 | Evaluation of Day 1   |                   |
| 4:00 | Adjourn   |                   |
| 8:00 | Presentation by Michael Shuman for Advisory Board members at Carrboro Town Hall   |                   |

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

**Retreat Goals and Objectives**

1. ***Clarify mutual expectations and obligations*** – identify what board members expect of each other, what the board expects of staff, what 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 goals for downtown parking and economic development.
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***

- Opening remarks
- Overview of retreat agenda, schedule, and materials

**1:45     *Who Are We? – “Our Coats of Arms”***

- Prepare coat of arms in advance and bring to the retreat
- In small groups, participants share and compare
- Solicit feedback and observations regarding what members learned

**2:30     *Why Are We Here? – Goals and Objectives, Expectations and Concerns***

- In small groups, members discuss retreat goals and objectives and identify and record expectations and concerns
- Post, report out, compare and contrast, solicit observations and implications for retreat

**3:00     *Break***

**3:15     *What Members Expect from Their Service and Experience as a Public Official*  
(1 board/2 staff groups):**

- Board members discuss what they want from their service and experience as an elected official and member of the town board
- Staff members discuss what they want from their service experience as an appointed official and member of the town management team

- Groups record their responses and report out – compare and contrast – solicit observations and implications

**4:00    *What Members Expect from Each Other*** (3 joint board-staff groups):

- Groups discuss what board and staff members expect from each other and what board and staff members can do to meet each other's expectations
- Groups record their responses and report out – compare and contrast – solicit observations and implications

**4:45    *Reflection***

**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

**8:45    *Public Values and Choices – Implications for Boards and Staff in Crafting Public Policy***

**9:45    *Break***

**10:00    *Downtown Parking Policy***

1. Provide synopsis of downtown parking policy
  - Solicit observations and clarifying questions
2. Solicit board member discussion regarding the value choices and trade-offs represented in the downtown parking recommendations
  - Solicit feedback and suggestions for moving forward regarding parking

**11:00    *Economic Development Policy Goals and Direction***

1. Provide overview of the town's economic history, policy, and development
  - Solicit observations and clarifying questions
2. Use summary of economic development policy recommendations, goals, and strategies to solicit board members' economic development goals, initiatives and priorities
  - Record and post – identify themes, group related items, report out

**12:15    *Lunch***

**1:00    *Economic Development Policy Goals and Direction (Cont'd)***

1. Add board recommendations and array all economic development recommendations/actions (vertically) and economic development goals/categories (horizontally) – print out copies for board members

2. Identify categories that pertain to each item and mark with a “1”
3. Sort items by category – show one category at a time starting with first category – hide any items not in the category
4. Review items within each goal/category – consolidate, eliminate duplication, streamline language to focus on outcome or action
5. If recommendation is central to the category under review, keep a “1” and change “1s” in other categories to “0” to indicate connection – result should be only recommendations central to that specific goal/category
6. Review recommendations in each goal/category and assign “1,” “2,” or “3” based on degree of priority, e.g., “now, soon, later.” This approach will require discussion among board members
7. Complete other goals/categories columns - confirm goals and priority actions with board – synthesize and summarize a statement of the board’s intended policy direction
8. Identify required staff action - solicit staff feedback and understanding

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

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

**4:30     Adjourn**

## **Revised (1/26/09) Plan for Town of Carrboro 2009 Board Retreat**

Date: February 2, 2009

Location: Dogwood Room, Robert and Pearl Seymour Center, 2551 Homestead Road, Chapel Hill

Anticipated attendees (22): Board of Aldermen (7), Town Manager, Assistant Town Manager, Assistant to the Town Manager, Town Attorney, seven Department Heads, invited presenters (3), Andy Sachs (facilitator).

### Discussion/Participation Guidelines

- Begin and adjourn on time
- One speaker at a time
- Stick to the agreed upon task and topic
- Share the floor
- Listen attentively when others are speaking
- It is OK to disagree...please do so respectfully
- Board members, Town Manager and designated staff will be the only participants in discussions.

### Desired Outcomes:

- Shared knowledge among Board members and the Manager of some basic information regarding the economic situation and the implications of the economic situation for our residents, programs, and budget.
- Direction from the Board to the Manager on next steps, based on this shared knowledge.

### Agenda

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|----------------|---|
| <b>12 Noon</b> | <b>Gather</b><br><i>Lunch is available</i>  |
| <b>12:30</b>   | <b>Convene</b> <ul style="list-style-type: none"><li>• Brief opening remarks by Mayor Chilton</li><li>• Quick check-in on retreat agenda and groundrules that were adopted by Board during work session on December 2.</li></ul>  |
| <b>12:40</b>   | <b>Basic Information on Economic Situation</b> <p>Three sets (15-minutes each) of briefings as follows, each followed immediately by a 15-minute Q&amp;A period for clarification:</p> <ul style="list-style-type: none"><li>• State budget perspective: Vance Holloman, Director, NC Local Government Commission</li><li>• Local human services perspectives: Nancy Coston, Director, Orange County Department of Social Services, and Margaret Henderson,</li></ul> |

Associate Director, Public Intersection Project, UNC-CH School of Government

- Carrboro budget perspective: Bing Roenigk, Assistant Town Manager

**2:10            Stretch Break**

**2:25            Implications of the Economic Situation for Carrboro Residents, Programs and Budget**

Open Discussion: *“What are the implications of the economic situation for our residents, programs and budget?”*

**4:00            Wrap Up**

- *“Where do we go from here?” - Individual Board members may raise and then if possible the Board as a whole will consider and reach closure on specific instructions to the staff based on today’s discussions.*
- *Retreat Evaluation – Board members and Manager will share individual thoughts aloud on what worked well at the retreat, what did not work as well as s/he would have liked, and ideas for structuring/conducting Board retreats in the future.*

**5:00            Adjourn**

**Town of Carrboro Board Retreat  
OWASA Community Room, Carrboro  
February 28, 2010**

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|--------------------|---|
| <b>12:00-12:30</b> | <b><i>Lunch (Weaver Street Market)</i></b>  |
| <b>12:30-12:40</b> | <b><i>Welcome/Review of Agenda</i></b>  |
| <b>12:40-1:15</b>  | <b><i>Review Previous Retreat Summaries Of Expectations And Update As Necessary</i></b> <ul style="list-style-type: none"><li>• Board Member expectations of each other.</li><li>• Board-Manager expectations</li></ul> |
| <b>1:15-1:45</b>   | <b><i>Financial Update</i></b> <ul style="list-style-type: none"><li>• Preliminary Outlook for FY10-11 Budget</li></ul>   |
| <b>1:45-2:30</b>   | <b><i>Overview and Status of Vision 2020</i></b>  |
| <b>2:30-2:45</b>   | <b><i>Break</i></b>   |
| <b>2:45-3:45</b>   | <b><i>Discussion of Vision 2020</i></b> <ul style="list-style-type: none"><li>• What is working?</li><li>• What is not working?</li><li>• What needs to be adjusted?</li></ul>  |
| <b>3:45-4:45</b>   | <b><i>Wrap-up</i></b>   |

**Town of Carrboro Board Retreat  
OWASA Board Room, Carrboro  
January 30, 2011**

**1:00-1:30**    ***Welcome/Review of Agenda/Lunch (Weaver St. Market)***

**1:30-4:30**    ***Discussion of Town of Carrboro's Economic Development Policies and Priorities (Including Discussion of Proposed Chamber Initiative)***

- Documents Included
  - Current Statistics
  - Update of LLETTF Recommendations
  - Orange County Economic Development Information
  - Proposed Chamber Initiative

**4:30-5:00**    ***Climate Protection and Energy Planning in Carrboro***

- Documents Included
  - Staff Memo
  - Powerpoint Presentation

**5:00-5:30**    ***Wrap-up***