



**Twin Cities Sustainable Harbor
Governance Retreat**

Goals:

Goal 1: (Gathering) Bring community leaders together to foster relationship building and create a space for open communication and dialog.

Goal 2: (Identifying) Help the communities identify common goals, shared priorities, and opportunities to advance revitalization of the harbor and waterfront.

Goal 3: (Sharing) Facilitate discussion to help communities identifying goals and priorities that would benefit from coordination and collaboration for successful implementation.

Goal 4: (Implementing) Brainstorm strategies for advancing collaborative goals and priorities and maintaining open communication.

Goal 5: (Maintaining) Determine governance and operational strategies to advance goals, foster community relationships, and maintain open communication among community leaders and members.



Agenda (Draft)

8:30 am – 9:30 am Registration, Breakfast and Networking (All)

9:30 am - 10:00 am Welcome, Introductions, Meeting Goals and Ground Rules (Jade Davis)

Commented [DC1]: This will address Goal #1. Jade to set the stage of why they are hear and what they want to accomplish.

10:00 am – 10:30 am Examples of other successful community efforts to revitalization their harbor and waterfront (Jade Davis)

10:30 am - 11:00 am Project Review of Themes and Findings (Don Carpenter)

Commented [DC2]: Don to provide an overview of themes and findings with an emphasis on common ground. A brief project timeline and status of WIP Preferred Alternative included as well.

11:00 am – 11:15 am Break

11:15 am – 12:30 pm Goal #2 Exercise (Small Groups)

Commented [DC3]: We definitely want to emphasize that the communities need each other to succeed and that there are ways to do so together. This exercise needs to identify common goals and shared priorities. It should validate the Project Review Presentation.

12:30 – 1:15 pm Lunch and Networking

1:15 pm – 2:30 pm Goal #3 Exercise (Small Groups)

Commented [DC4]: We anticipate 4 groups of about 6 people mixed by community.

2:30 pm – 2:45 pm Break

2:45 pm – 4:00 pm. Goal #4 Exercise (Small Groups)

Commented [DC5]: In summary, each exercise should address one goal and each exercise should build off the previous one. Each exercise should include reporting out to the entire group as well. A general structure could be 10 minutes of instructions for facilitators/participants. 45 minutes of interaction/discussion. 20 minutes of reporting (~5 minutes per table).

4:00 pm– 5:00 pm Next Steps and Social Hour (On-Site Reception following Retreat)

Commented [DC6]: We want to spent at least 15 minutes having participants to commit to 1 or 2 concrete action items at the end of the meeting.



Facilitation Guide: Benton Harbor/St. Joseph Retreat, September 20, 2019

Thornton Buckeye Group will serve as lead facilitator of event and manage retreat agenda. Roles for the retreat will be as follows:

Lead Facilitators: Plan, guide, and manage retreat to ensure goals are met. Lead facilitators will also collect and prepare report of retreat outcomes. (Jade, Don, Emily)

Group Coordinators: Guide small group discussion through designated activities. Also manage activity specific questions and encourage group feedback. (Morgan, Christina, John E., Mark, and TBG Staff)

Group Scribe— Assist Group Coordinators with tracking group feedback and questions. Assigned from participants if necessary.

Goal Exercises:

Goal 1: (Gathering) Bring community leaders together to foster relationship building and create a space for open communication and dialog

I. Exercise: Introduction

- Name, affiliation, and “One word to describe how you are feeling today?”

Goal 2: (Identifying) Help the communities identify common goals, shared priorities, and opportunities to advance revitalization of the harbor and waterfront. – *1 hour 15 minutes*

II. Exercise: Value-Sort Using Existing Cards

- 10 minutes to introduce activity & goals
- Individual sort to start (10 minutes) – allows them to reflect on their values and then report on top 3 and bottom 3; these will be captured on flip charts for each table by facilitators
- Group sort (15 minutes) – need to agree upon shared values for each table (top 3 and bottom 3); the shared values will be recorded by facilitator
- Share with room – table group report out (10 minutes) – recorded on flip chart (facilitators are documenting shared priorities). After the ~4



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to 6 tables report out we will summarize. What are overall themes in the room? This establishes common values. If every table has the same top three there will be three "top 3" values. If each table is different, there will be twelve unique "top 3" if there are 4 tables. The table facilitator will be able to refer to the individual top 3 and bottom 3 summaries in addition to the final group top 3.

- Remainder of the exercise will focus on the top four to eight shared values.
- Revitalization opportunities (20 minutes) – ask each table to brainstorm an opportunity to address two of the shared values. Each table will be assigned one value (based on the previously identified four to eight shared values) and they can collectively agree upon the second value. The question they are being asked to address is: "What are the opportunities to address those share values?" These could be tangible projects/improvements or broader operationalized strategies.
- 10 minutes summary – our table reporter will report on their strategies to address their table's two opportunities to advance revitalization.

Commented [DC7]: By assigning one shared value per table we are forcing diversity of thought. But we are allowing them to also address their collective top priority. What we are trying to avoid is each table addressing the same thing.

Commented [DC8]: Table facilitators will report.

Goal 3: (Sharing) Facilitate discussion to help communities identifying goals and priorities that would benefit from coordination and collaboration for successful implementation. – 1 hour 15 minutes

- 5 minute introduction to activity and goal. Based on the Goal 2 outcomes, there should be approximately eight revitalization opportunities total generated from the tables.
- Rank order on what requires collaboration for success (15 minutes for ranking). Each table should rank all of the reported revitalization opportunities from the most to least required collaboration to maximize success. There is then 10 minutes (2.5 minutes per table) to share the rankings and why. (25 minutes total for this)
- Each table will then complete a community SWOT on their top collaborative revitalization opportunity (i.e. the opportunity that requires the most collaboration) and one opportunity from another table of their choice. (15 minutes per opportunity SWOT – 30 minutes total for this bullet)
 - What **Strengths** do our communities (region) have that we could bring to bear on this opportunity?
 - What **Weaknesses** should we consider or be aware of?
 - What would be the most positive **Outcome** if we were successful in implementing this revitalization opportunity?



- What is the **Threat** if we don't do this (i.e. fail at implementing this revitalization opportunity)?
- 15 minute of reporting – by group coordinators

Commented [DC9]: This should be answered by bulleted lists captured by table coordinator on flip charts.

Commented [DC10]: Using flip charts by each table as a visual aid.

Goal 4: (Implementing) Brainstorm strategies for advancing collaborative goals and priorities and maintaining open communication.

- Five minute introduction to activity. There are approximately 8 total revitalization opportunities based on shared values/goals. Scribes will provide Post-It notes to each person for each revitalization opportunity. Color coded based on opportunity and uniform across tables.
- Timeline for implementation (<1 year, 2-3 years, 5+ years) for each revitalization opportunity – generate a timeline and have individual participants put post-it notes on the timeline. (10 minutes)
- Summarize what are the near-term, mid-term and long-term goals for revitalization opportunities based on individual thoughts on timeframe for implementation. (10 minutes)
- Discussion Question: Does the necessary governance or operational structures currently exist for implementation of revitalization opportunities? If not, what has to be done for implementation to occur? Open Discussion and Report Out. – 45 minutes Discussion. (15 minutes per timeframe)

Commented [DC11]: Timeline would be post large flip charts on the wall they can put post-it notes on.

Commented [DC12]: We've been working towards collective decisions for each table. This is an opportunity for individual participation and thought again.

Goal 5: (Maintaining) Determine governance and operational strategies to advance goals, foster community relationships, and maintain open communication among community leaders and members.

Initial Question: What does our next conversation look like?

Call to Action: Who is going to come together with us to work through these ideas in more detail?

Commented [DC13]: 15 minutes discussing these questions as a group.

Final Question: What is the one thing you are going to do based on today's discussion to move the vision forward?

Commented [DC14]: Around the room....everyone report (15 minute).