

**PHILLIE STEAKHOLDER RETREAT PLANNING
MINUTES
FEBRUARY/26/01**

NOTE: *WE WILL BE MEETING FOR FOUR HOURS ON MONDAY, MARCH 5 - 10:00-12:00 AND 1:30-3:30.*

ATTENDEES
• Dena
• Diane
• Jennifer
• Mary K
• Robert
• Bob
• Julia
• Nancy

NEXT STEPS

WHAT	WHO	BY WHEN	DATE COMPLETED
• Send out an e-mail to Leadership Team to e-mail Mary K a status report of what they have done to get feedback on/carry the Values forward	Mary K	3/5	
• Be thinking of pre-work/pre-thinking for all to do before the retreat—e.g. Be thinking about positive things that have happened since last retreat	All	3/5	
• Think of how carry the food theme throughout the retreat	All	3/5	
• E-mail Gallup results for Students Channel roll-up to planning team	Mary K	3/5	
• Review Gallup results and think of a one-hour exercise to get the conversation going about which areas we want to work on and which we want to sustain	Mary K and Diane		
• Present draft agenda to Leadership Team at the Leadership meeting	Dena & Diane	3/1	
• Check about previewing video for <i>Who Moved My Cheese?</i>	Mary K	3/5	
• Draft an overarching purpose statement for the retreat	Bob	3/5	
• Review draft detailed agenda and be prepared to add/change/embellish	All	3/5	

• Think of a group fun activity for one night	All	3/5	
• Think of fun give-aways for the retreat	All	3/5	
• Revise architecture and retreat desired outcomes	Nancy	3/5	
• Revise draft detailed agenda	Nancy	3/5	
• Draft a high level window agenda for presentation to the Leadership Team on 3/1	Nancy	2/28	
• Make revisions to “what’s on your plates” documents that Robert sent to the functional leaders, including– <ul style="list-style-type: none"> • Putting footers in to indicate what the colors, etc. stand for • Changing titles of pages to the organizational chart titles 	Robert	3/5	
• Prepare process and logistics for doing the “What’s on our plates” exercise and what they need from us/others to prepare for that	Mary K & Robert	3/5	
• Determine how to break people into groups for the issues/concerns/needs exercise with respect to “what’s on our plates” exercise	Mary K	3/5	
• Prepare a small spiral summary of the tools, concepts...with respect to the living values in action	IA	3/14	
• Each come up with 3 scenarios of challenging conversations on which to focus our practice sessions of living our values in action	Dena, Diane, Mary K	3/5	
• Develop an exercise for how to deal with the Gallup data	Mary K	3/5	
• Get a copy of Jennifer’s performance plan to the team	Mary K	3/5	
• Reserve our room for March 5 from 10:00-3:30	Mary K	3/5	