

## Town of Windsor

### Memorandum

November 12, 2014

**TO:** The Honorable Mayor and Town Council

**FROM:** Michael Stallings, Town Manager *MS*

**SUBJECT:** Strategic Planning Retreat

As you know, we have been working to plan a retreat for early in 2015. We have set the date for the retreat for February 20-21, 2015. The retreat will be held here in Windsor both days at the Windsor Ruritan Building. I have been working with Mrs. St. Clair and Mayor Richardson to develop a draft agenda for the retreat. We have developed what I think will be a great session.

I have attached a draft agenda for this meeting for your review.



**Windsor Town Council Retreat  
February 20-21, 2015  
Windsor Ruritan Building**

**PREPARATION**

The facilitator will conduct individual interviews with the Council prior to the session to gain preparatory input and may adjust the agenda if needed.

**SESSION PURPOSE**

To enable the Town Council to develop a long term vision for the Town and to identify priorities/initiatives and a communication plan that will move the Council's vision forward

**SESSION GOALS**

1. Increase the understanding and appreciation of fellow Council Members in order to enhance the ability of the Council to provide effective governance for the Town
2. Understand a governance model that will assist the Council in having a shared strategic policy focus and create good alignment with staff efforts
3. Articulate the perspectives of individual Members on the Town's desired future and identify important strategic target areas that should be captured in the Vision
4. Create a Vision with desired future states that reflects Council's unified policy direction
5. Identify near term priorities that will achieve the Vision and guide Town planning efforts; ensure alignment with the new comprehensive plan
6. Identify a plan to communicate Council's vision and plan for the future to the community
7. Identify next steps to provide clear accountability

**DRAFT SESSION AGENDA**

Friday, February 20, 2015

- |              |  |
|--------------|--|
| 4:00 p.m.    | <b>Session Convenes/Welcome</b>  |
| 4:00 to 4:30 | <b>Overview of the Session:</b> <ul style="list-style-type: none"><li>• Opening Remarks</li><li>• Purpose, Goals, and Roles</li><li>• Local Elected Leadership Model</li></ul> |
| 4:30 to 5:45 | <b>Brief Team Building</b>   |
| 5:45 to 6:30 | <b>Dinner with the Group</b>   |

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- 6:30 to 8:30           **Visioning: Explore Council Member Perspectives on Strategic Issues**  
Identify/discuss individual perspectives on strengths, assets, needs, and desired change initiatives for the Town
- 8:30 to 9:30           **Agree on Core Characteristics and Strategic Targets**  
Synthesize the work to find areas of collective agreement and areas of focus that are important to the Town's future
- 9:30 p.m.               **Adjourn for Evening**

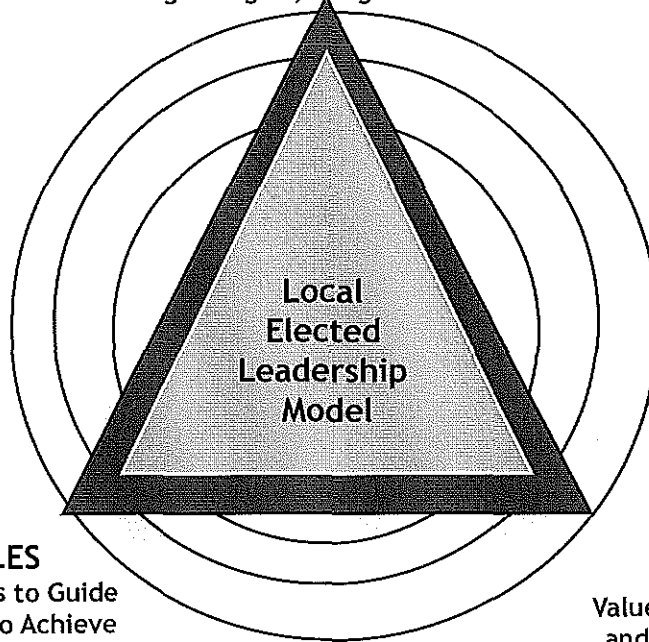
Saturday, February 21, 2015

- 8:30 a.m.               **Session Convenes with Continental Breakfast available**
- 8:45 to 9:00           **Process Check/Prepare for the Day**  
Check in on progress and overview goals and process for the day.
- 9:00 to 10:30          **Develop Desired Future States**  
Complete work on the strategic targets to develop a comprehensive Vision for the Town to inspire and provide clear policy direction
- 10:30 to 11:30       **Finalize Vision Statement**  
Agree on the Vision statement that reflects the Council's future direction
- 11:30 to 12:00       **Prepare for Priority Setting**  
Council Members will prepare individual goals in preparation for the afternoon exercise.
- 12:00 to 12:45       **Lunch with the Group**
- 12:45 to 3:00          **Identify Near Term Priorities and Strategies to Achieve Vision**  
Identify and agree on near-term priorities that will achieve the Vision and guide staff work efforts and resource allocation; review the Comprehensive Plan and 5/10/15 Year Plan as required
- 3:00 to 4:00           **Develop Plan for Vision Communication**  
Develop a plan for communication of the Vision and associated Priorities to stakeholders and clarify how staff members will align work efforts
- 4:00 to 4:30           **Identify Follow Up Actions and Evaluate Session**
- 4:30 p.m.               **Session Adjourns**

# LOCAL ELECTED LEADERSHIP MODEL

## VISION

Destination, Preferred Future  
Strategic Targets, Long Term Priorities



## VISION PRINCIPLES

Principles/Policies to Guide  
Decision Making to Achieve  
Preferred Future

## OPERATING GUIDELINES

Values to Guide Member  
and Staff Relationships