



Community Foundation Sonoma County Organizational Capacity Learning Cohort

Final Revised Annotated Agenda

The Lodge at Sonoma
1325 Broadway – Azalea Room

January 21, 2016
10:00 am – 2:00 pm

- Purpose:** To greet and meet one another, begin to build trust, clarify our destination and start the journey of shared learning.
- Participants:** Two delegates from each of the Learning Cohort's six organizations (Artescape, Boys & Girls Club, La Luz, Sonoma Overnight Support, Sonoma Valley Mentoring and Teen Services Sonoma), CFSC Staff (Karin Demarest and Elizabeth Brown) and members of the Sonoma Valley Fund Grants Committee (Ted Eliot, Mandy Bolling, Judy Young, Barbara Hughes and Joshua Rymer)
- Facilitators:** Jill Blair & Ellen Irie
- Reference Document:** Seven Habits of Happy Meetings

10:00 – 10:10 **Welcome – Beth Brown**

Beth will offer a warm welcome and context for the initiative – the intentions and the hopes. She will also describe the work of the foundation overall – how this fits into the work of the foundation and the special role and work of the SV Grants Committee – acknowledging their presence. Beth will introduce Karin as our “boots on the ground” source of support; and then Beth will introduce Barbara – who will be given an opportunity to say a few words about the unique role she plays; and then turn the meeting over to Jill & Ellen.

- *How & Why of the Initiative*
- *The Foundation & Grants Committee*
- *Our Leadership and Support – Karin & Barbara & Ellen & Jill*

10:10 – 10:25 **Introductions – Everyone**

Jill and Ellen will introduce themselves and their experience doing this kind of work – specific reference to Organizational Capacity Grants Initiative – and the ongoing work both informing change and Jill do

in the field of nonprofit and philanthropic strategy and capacity development. They will then facilitate a round robin introduction during which each person will be asked to introduce themselves – their organizational affiliation; the role they serve as it relates to this work; and, their general state of mind coming into the session.

- *Name & Organization*
- *My Role In This Effort*
- *State of Mind*

10:25 – 10:35 Overview & Purpose– Jill Blair & Ellen Irie

Ellen will review the work we will do together – by time and task. Jill will review the Seven Habits document and seek agreement or amendment from the group. Check for questions.

- *Our Collective Intentions*
- *High Altitude Review of Time & Activities*
- *Seven Habits of Happy Meetings*

10:35 – 11:00 Ambitions & Expectations – Discussing

Jill will facilitate a conversation during which we will ask people to address themselves to the prompts below – sharing thoughts about any or all – our intention here is to have all people present involved in the conversation – understanding that grantees may be self-conscious about sharing their concerns.

- *What does “capacity” mean to you?*
- *What am I hoping to accomplish? To Learn? To Contribute?*
- *What am I concerned about?*
- *Questions & Answers*

Fifteen Minute Break – Foundation Delegates Excuse Themselves

11:15 – 11:45 Rapid Reflections & Clarifications

This will be an opportunity for the group to cohere as a peer learning group – to share more deeply how they are feeling about the work ahead – their questions of and for each other – appreciating how they are different and what they have in common.

- *Insights*
- *Questions*
- *Comments*

11:45 – 12:15 Lunch

Depending on how we are moving from the last session we may continue the dialogue through lunch going more deeply into organizational issues – learning about one another’s organizations – stage of development; capacity; leadership; etc.,

12:15 – 1:00 Putting Me on the Map

- *Mapping Exercise – where we serve; who we serve; how we serve; who we work with...*
- *Debrief the mapping exercise – what does it say/tell us about our community, ourselves and our cohort?*
- *What opportunities does it reveal?*
- *What challenges?*

Ellen will facilitate the mapping exercise and debrief. The goal here is to identify points of connection and opportunities for connection.

1:00 – 1:30 Aspiration & Challenges – Why we are here?

- *What brings me here personally?*
- *What brings me here organizationally?*
- *What do I believe will happen because I am here?*
- *What are the specific topics I am hoping we cover together?*
- *What do I most want to learn from those who are here?*

Jill will take the lead in going deeper with the group – having, we hope, developed some sense of one another – some basic trust. .

1:30 – 1:50 Looking Forward...

- *Organizational Assessment – Timeline & Support*
- *Site Visits & TA Consultations*
- *Meeting Schedule*
- *Questions/comments/contributions – anything you hope that we haven’t covered?*

Ellen will share the Organizational Assessment materials and review in greater depth the process of for completing those instruments and the nature of the site visits and TA consultations – how we will try to weave the content we collect through the assessments into our peer learning sessions.

1:50 – 2:00

Reflections & Appreciations

- *How has the day been?*
- *How does the process feel?*
- *How does the work feel?*
- *What am I thankful for?*
