

Appendix B

MAWCA New Director Retreat Agenda
Pendle Hill

11:00: Arrival at Upmeads, board room at Pendle Hill

11:15: Orientation from Hospitality Staff

11:30: Welcome and goal setting for the retreat

12:20: Lunch

1:15: Building Foundational Documents
Genre: Mission Statements/Strategic Plan

3:15: Staff Development/Education
Genre: Lesson plan/Assignment Sheet

5:30: Depart for rooms

6:00: Dinner

7:15: Evening Workshops

Sunday:

8:00: Breakfast and room check out

9:30: Promotion and Publicity (Identity and Branding)
Genre: Flyer/Email/Handout

11:30: Assessment
Genre: Learning Outcomes Statement/Research Question or Plan

1:00: Lunch

2:00: Afternoon Workshops

2:30: Wrap up and departure