

# AGENDA

## Community Affairs Committee 2019 Leadership Program STC Summit

May 5, 2019, 8:00 AM ET to 12:00 PM ET, Room?

| Time           | Topic   | Presenter(s)  |
|----------------|---|---|
| 7:30-8:00 am   | Doors open - coffee and refreshments  | N/A   |
| 8:00-8:30 am   | Welcome <ul style="list-style-type: none"> <li>• CAC Chair</li> <li>• STC President</li> </ul>  | Jessie Mallory<br>Jane Wilson   |
| 8:30-9:00 am   | Ice Breaker   | Jessie Mallory  |
| 9:00-9:30 am   | Community Achievement Awards: Changes and Awardees  | Tim Esposito  |
| 9:30-10:30 am  | Pacesetter Awards and Success Stories   | Tim Esposito<br>Award Winners   |
| 10:30-10:45 am | Break: Coffee and Snack   |   |
| 10:45-11:45 am | Board roundtable presentations <ul style="list-style-type: none"> <li>• Cracker barrel format</li> <li>• 3 rounds of 15 minutes each (so each attendee can attend 3 of the 7 presentations), with a 5 minute break between each for table moves</li> </ul> Topics: <ul style="list-style-type: none"> <li>• Jane - Roles on STC committees</li> <li>• Jim - Treasurers information, Budget submission discussion</li> <li>• Alisa - What STC is looking for in Directors</li> <li>• Robert - Elaborate on Board roles and what they involve</li> <li>• Kirsty - What it means to be a strategic team, how to become better qualified for a position on the Board</li> <li>• Todd - Discuss the Community Affairs Committee</li> <li>• Ben - Recruiting and succession planning</li> </ul> | Jane Wilson<br>Jim Bousquet<br>Ben Woelk<br>Alisa<br>Bonsignore<br>Robert Perry<br>Kirsty Taylor<br>Todd Deluca |
| 11:45-11:55 am | Welcome from our next CAC Chair   | Bethany Aguad   |
| 11:55-12:00 pm | Closing Remarks   | Jessie Mallory  |
| 12:00 pm - ?   | Non-sponsored lunch with STC members at Otravez Cantina   | Signed-up members   |

### Setting up for the event

- Door Greeters - Jackie has offered to serve as a greeter. Elaine will provide a table.
- Distribute handouts to table
- Ensure coffee and snacks are set up
- Discuss potential shots with the photographer (are there any shots we want to be sure we have for the website?)
- Get Ask Me buttons from Elaine and distribute to team

## Random Thoughts

- Print signage to mark what's happening at each table and with what Board member - DONE
- What are some ways to promote the CAC website more? Featured in both slide decks
  - Use existing STC communication channels, such as STC Notebook.
- Have a non-sponsored lunch following the event for people who aren't attending classes later in the day but want to keep the leadership conversations going. Have a sign-up in advance of the event so we have numbers. - DONE
- Remind Board members well in advance to register for Leadership Day and to attend (obviously this is especially true if the Board members will be running our table sessions) - DONE
- Photographer: Will we be able to have the photographer attend Leadership Day? - YES, per Elaine
- How to thank communities that sponsor food/drink? - Signage and will do special callout at the event
- Have Board members host the tables? - YES
  - Leaders get to meet the Board
  - The Board members will give training sessions on their areas of expertise
    - Ex: Jim on the budget process, Alyssa on Marketing, Alisa on running a small business and how we can apply that to running a community, Todd on programming or running webinars, Jane on how to run for a position with STC, etc.
- Do something special for Cinco de Mayo? - Mexican restaurant for the lunch following