

April 5, 1993

MEMO

TO: MAT

FROM: JERRALYN N NESS, EXECUTIVE DIRECTOR

Attached is a memo and agendas for our April MAT meetings. Bob Baker had recommended Nancy Cole for our facilitator. I discussed our needs with her by phone, which included:

Team Building - Build trust, improve communications , and increase problem solving and conflict resolution skills.

Clarifying Management Advisory Team Role with a focus on responsibilities and decision making.

Nancy expressed an interest in facilitating our April 15h retreat and we met this week to discuss the process and content. She has recommended that we work on our issues over a three to six month period of time rather than a one, full day session. This process will allow us to absorb more information, practice what we learn and revisit issues that need further work or clarification. Nancy ordinarily charges \$1,000 per day, but has reduced her fee for us to \$250 for the complete process.

Nancy Cole retired after twenty five years in the banking industry. She was a Vice President and Regional Sales Manager for First Interstate Bank. Bob Baker described her as having excellent interpersonal skills and as a person who understands management teams, tensions in organizations and different personality types. Nancy describes herself as having a relaxed, light style. She has developed a "practical application" approach over the past ten years working with non-profits/ and the private sector.

I was impressed with Nancy and believe that her skills and values will be a good match for us. Our retreat day will be shortened, from 8:30 until 1:00 . I am looking forward to working with you on strengthening our team!

CC: Nancy Cole
File

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FROM: JERRALYNN NESS, EXECUTIVE DIRECTOR

SUBJECT: UPCOMING MEETINGS & RETREAT

- I. **Tuesday, April 13th** - WCCAO Meeting Room
8:30 - 10:00 - Computer Group (agenda sent)
10:00 - 12:30 - MAT

Agenda:

1. Approval of March 15th Minutes - Pam
(Tom will be our recorder)
2. 1993-94 Budget & Plan Development - Ness & Nick
 - a. Budget Policies and format
 - b. Work plan format
3. Program sharing

- II. **Thursday, April 15th, 8:30 - 1:00**
Pam's house: 162 N. E. 7th, Hillsboro

Agenda:

8:30 - Gather together with refreshments
9:00 - General business announcements
9:30 - 11:30 - Facilitated Session, Nancy Cole

1. **Dynamics of Change** - Nancy will present a Change Model to increase our knowledge of the impacts of change as well as our skills in managing change.

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2. **"People Think Differently"** Developing a better understanding of how each of us thinks differently and learning to work effectively with those differences will be the focus of this session.

11:30-12:00 - Debrief on facilitated session and discuss follow up sessions.

12:00 - 1:00 - Lunch. Please bring whatever beverage you would like. Pam will be making chili and I will bring corn bread and fruit salad.

1:00 - Adjourn!

- III. **Tuesday, April 22nd** - I will be on vacation that week so let's discuss this meeting and our future schedule. ~~(Pam 5/2)~~ (Gone April 22 - May 4)