**Annual Board Retreat**

**and Planning Meeting**

**October xx, 20xx**

Friday, October xx, 20xx

**12:00 pm – 1:00 pm - Lunch**

**1:00 pm**  **Call to Order**

**1:05 pm – 1:10 pm Review and approve 20xx Meeting Minutes**

**1:15 pm – 2:00 pm**

* **Chapter Officers and Board Members (all)**
  + Introductions
  + 2018/2019 Directors and Officers listing
  + Society Update
* **Chapter Governance** 
  + Review Mission Statement -
  + Code of Ethics – o
* **Chapter Administrator** 
  + Performance Review
  + Bonus Consideration
  + Compensation
* **Chapter Bookkeeper**
* Performance Review
  + Bonus Consideration
  + Compensation

**2:00 – 2:15 - Break**

**2:15 pm**

* **Finance** 
  + Chapter Accountant
  + Chair:
  + Committee:
  + Goals: Facilitate internal controls and cross-check mechanisms to ensure transparency of the Chapter finances on behalf and for the benefit of Chapter members.
  + Discussion Items

**3:15**

* **Membership (Tracey)**
  + Board Discussion – comments/suggestions as to:
  + Comparison of member stats
  + Report on Associate Member renewals
  + Professional member recruitment  goals
  + List of prospect companies to distribute for feedback from the board (who knows who)
  + Need a discussion re: Professional member retention as our attrition rate is terrible

**~ 4:30 pm Adjourn**

**6:00 pm Dinner**

**8:00 – 9:00 am Breakfast** (Quandary Peak Room)

**9:00 am Call to order**

**9:00 am – 9:05 am Review open/unfinished items from Friday**

* + - Establish Action Items

**9:05 – 9:30 am Chapter Administrator update** (

**9:30 – 10:15 am - Programming**

* + Committee:
  + Remaining Events:

**10:15 – 10:30 am - Professional Development**

* + **Education** –
  + **Grants** –
  + **Mentorship Program** –

**10:30 – 10:45 – Break**

**10:45 – 11:00 am - Communication (**

**11:00 – 11:30 am - Legal/Legislative (**

**11:30 – 11:45 am - Chapter Awards**

* + Chair:
  + Committee:
  + Goals: Discussion Items
    - Review for consideration of application

**11:45 – noon - Nominating**

**12:00 – 1:00 pm Lunch**

**1:00 – 1:15 pm - Recognition**

**1:15 – 1:45 pm - Scholarship Committee (Radu)**

**1:45 – 2:15 - Golf Committee**

**2:15 – 2:30 Break**

**2:30 – 3:00 pm - Community Service**

**3:00 – 3:30 - New Business**

**4:00 Happy Hour**