This detail agenda was compiled from councilmembers' input during the retreat agenda-setting process and can be used to facilitate discussion.

1. Community Forum

2. Facilitated discussion to reach agreement on decorum, time management and process for making decisions and assessing retreat effectiveness. Each topic will be discussed as follows:
- Each councilmember gives introductory remarks/asks questions regarding the topic during a 2 minute period.
- Comments from public
- Facilitated discussion among councilmembers to reach decision within allotted time.

3. MCC INTRODUCTORY STATEMENTS   Councilmembers opening statements (2 minutes each) on what they would like the group to achieve at today's meeting. This will help assess its effectiveness later.

4. COUNCILMEMBER ROLES AND RESPONSIBILITIES

a. Group roles beyond those defined in MCC Bylaws
Desired outcome: reach agreement on group roles and responsibilities
Draft list submitted by Lisa Ketcham based on San Mateo County Boards & Commissions Handbook (p.14):

All Councilmembers
- Come to meetings on time & prepared (read background materials).
- Listen attentively, speak respectfully, one person at a time, recognized by Chair.
- Participate in group discussion & decision making.
- Keep facilitator neutral and on track with the process.
- Serve on appropriate subcommittees.
- Notify Chair as soon as possible if unable to attend a meeting or complete an agreed-upon task.

Chair
- Represents the group in the community.
- Ensures that agendas are set.
- Coordinates activities of sub-committees.
- As meeting facilitator, remains neutral on content and focuses on process.
- Provides a supportive environment for process, content and group members.

Secretary
- Records group ideas
- Asks for clarification to ensure accuracy.
- Helps keep the facilitator and group focused.

b. Functions & tasks: desired outcome: fill each role, agree upon expectations.
Draft task list for discussion compiled from councilmember input:
- Minutes – what detail desired by group, submittal time frame --Secretary
- Mail pickup/distribution (electronic & paper requirements) -- Secretary
- Office/files maintenance – agree on process in digital age
- Project and correspondence tracking – Chair/Secretary?
- Audio equipment transport/setup
- Meeting room setup – furniture, projector/screen, do we want a podium?
- Posting meeting notices - Chair
- Print/assemble public meeting binder – 1 copy of background materials & items to be voted on – agenda item sponsors supply their sections
- Do councilmembers want business cards?
- Website maintenance, layout, content
- Media contacts - Chair

5. MEETINGS -- LOGISTICS AND AGENDAS

a. How to have efficient, productive, community-friendly meetings
- Recommendation: Adopt Rosenberg's Rules of Order (included in agenda packet)
- Courtesy & Decorum – covered in Rosenberg's Rules of Order and Group Roles
- Promptness - what meeting start & end times do we want? – how to achieve?
- Room setup: best use of projector (constantly on or paper agendas?), podium for public? are laptops necessary – do they distract? [Suggestion: 1 meeting binder for public containing all background materials, consent items. Paper agendas available separately.]
- TV sound quality: how to improve

b. Other Meeting types
- MCC special meetings – When is a special meeting necessary? How can we minimize the need?
- Community Forums (often in collaboration with other agencies, groups, etc) discuss possible formats, value for community, whether this approach is more effective than committees on some issues.

c. Agenda-setting (suggested forms & procedures included in agenda packet under Item 5)
- Considerations for setting priorities.
- How are conflicts on agenda setting handled?
- Suggestions for changes/additions to existing agenda format (suggested sample forms in agenda packet)
- Agenda item format, sponsor responsibilities

6. COMMUNICATIONS

a. General tone –
- What tone and techniques are most effective for a council that is only advisory?

b. Letter writing
- process – how to avoid writing/editing in meeting? vote on list of points and designate? sponsor submit draft letter? how to ensure clarity & accuracy in final copy?
- preferred style for effectiveness
- cover emails when submitting letters – council preference for necessity/style

c. Reports to council on other meetings, events, committee reports
- written vs. oral
- merging different versions of reports, or assign person to report,
- desired style (clear/concise/objective vs. lengthy/detailed/interpretive)

d. Email and distribution lists
- When should Supervisor/Aide be included?
- avoiding Brown Act violations
- minimizing number of group emails
- Is it appropriate to copy even larger group of community members?

e. Council and individual communications on public matters
- Speaking as individual versus as councilmember
- Should we define a standard disclaimer, what would that be?
- Is the image of the council affected by councilmembers speaking as individuals, in content, tone, or courtesy?
- Meetings with Supervisor, aide, or staff – how to coordinate & make best use of staff time
- Dissenting opinions: Does it weaken the council's influence to emphasize divisions/disagreement?
- County/Agency alignment/contact list

f. Community outreach
- Review process & insure effectiveness & transparency: three online papers, two print papers, live regular meeting coverage, Video on Demand for regular meetings, increased reliance on the MCC web site to maintain records and communicate recommendations

g. Attendance at other meetings affecting the Midcoast
- What is councilmember role when representing the MCC at formal meetings?
- criteria, process for who should attend

7. COMMITTEES

a. *Types of committees*
 • define standing vs. ad hoc, other

b. *Rules and structure for committees.* (Bylaws give great leeway)
 • Determine process of forming committees, structure, procedures (possible recommendations included in agenda packet under Item 7)

c. *Standing committees*
 • What is needed?
 • How to staff?

8. KEY PROJECTS FOR 2012

a. *Projects to consider*? Need sponsors.

b. *How to prioritize?* When to refer to committees?

c. *How to assess effectiveness?*

9. WRAP-UP
 • Brief discussion to assess effectiveness of retreat
 • List of "operating procedures" out of retreat consensus items
 • List of task/project commitments.

10. FUTURE AGENDAS
 • Issues/concerns for Supervisor/staff to address at future offsite meeting
 • Topics/goals for meeting with Peggy Jensen

11. ADJOURNMENT