****

**Summer Retreat Sample Agenda & Talking Points**

Welcome

Overview of agenda, introduction of Board Members, roles and responsibilities

Why are we here? (what is the impact we are striving for? Is it just to fundraise? hang out with other parents? Host an auction? Or is there a reason we do those things?)

Open discussion of the purpose and mission of the PTA. Review Standing Rules.

What have we done in the past and what was the impact? (Which ones come immediately to mind? Which ones had the greatest impact (you can define what impact means to you)? Were there activities that you did not find out about until after they were done? What was the point or purpose of the event?)

Sticky notes and feedback form

What new ideas do you have?

Throw them out and write them down. No idea too big or too small.

How do we get stuff done?

We have used committees in the past. Do they work? What worked well? What can we do better?

Money Matters (Fundraising is something we do, but there should be a clear reason why. There are single event fundraisers (Jog-A-Thon, Carnival, etc) and there are year long fundraisers (Box Tops, Labels for Education, e-Script and others). Do we have resources to manage these efforts? Do we need to change what we have done in the past?)

Budget past and present, Outstanding commitments, Fundraising

Volunteers (Is it just a few people giving lots of hours? Is it lots of people giving a few hours? Where do they spend their time? How can we get involved? What areas are in need of volunteers? Are there new opportunities that could be created to allow more people to get involved?)

Statistics, Opportunities, Coordination and Recognition

10,000 Ft Planning Overview (Need to schedule big events now, get them on the calendar and get that calendar out. What committees are needed to get the events done and who is going to chair these committees? When does planning need to start and are there any big resources that need to be planned for now?

Schedule of events, Committees, Big Requirement

Communication - Paper and Electronic

PTA website, Newsletter, E-Mail blasts, online calendar, online documents

Back to School Specifics

Membership Plan, Staff Training Days, Registration/Orientation Days

BSF Partnership

Grants, activities, donation and marketing support

WSPTA Programs & Awards

Reflections & State PTA Awards (not too early to start planning)