

# **A Sample Countywide Foundation Goal Setting Workshop Agenda**

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This brief represents a sample goal setting process developed for use by Countywide Foundations. Selecting a facilitator who is familiar with the institution and topics, but who has no biases or potential conflicts of interest can be important in conducting a successful workshop. Some staff of ISUE Community Economic Development Programs have facilitated a variety of goal setting meetings for local governments, nonprofits and other groups. They may be contacted through the local ISU Extension Office or by clicking on “Communities” information on the ISU Extension website: [www.extension.iastate.edu](http://www.extension.iastate.edu). Availability for local goal setting workshop facilitations will depend on individual expertise, costs, and schedule.

**Meeting prep:** One week prior to the meeting, distribute copies of all countywide needs identification surveys that the Board wishes to distribute.

## **Agenda**

1. Review and discuss the MISSION STATEMENT for the community foundation/affiliate.
2. Review and discuss the community foundation role in promoting local culture of philanthropy, building prudently-managed endowments, and attracting donors interested in leaving legacies via wills and bequests to tap the transfer of wealth.
3. Review and discuss projected revenues; legal authority and allocation requirements for endowments and pass through grants; limits for distributing funds; and any desired budget allocation for operations.
4. Give each board member a 3 x 5 card and ask to identify a goal and/or desired outcome for the community foundation/affiliate to be achieved by the end of the first year and by the end of 10 years. Have them write the one year goal on one side of the 3x5 card and the 10 year goal on the reverse side.
5. Ask each board member to share their one year goal and ten year goal with the rest of the board.

**PRODUCT 1: FLIP CHART LIST OF SHORT-TERM GOALS**

**PRODUCT 2: FLIP CHART LIST OF LONG-TERM GOALS**

6. Ask each individual on board to in turn suggest one item for consideration as their highest priority countywide need that will address the short and/or long term goals that they think are most important. List these items on a flip chart. Ask clarifying questions to

make sure there is common understanding of what each item is. Repeat the request for each board member in turn to suggest one priority until all board members have run out of suggestions.

7. Once the initial list of suggestions of countywide needs for funding is completed, discuss generally whether the desired mission, goals, and outcomes can be met by the mix of items on the list. If not, are there any additional items that should be put on the list. Are there items that should be combined or separated?

#### PRODUCT 3: FLIP CHART INVENTORY OF BOARD IDENTIFIED NEEDS

8. Give each Board member 3 dots to stick on their priorities. Allow board members to cast their dots wherever they choose but place no more than one dot by each of their top three choices.

9. Circle or mark the top vote-getters from the Inventory List and then transfer these items to create a new flip chart list of priorities that survived the first cut.

#### PRODUCT 4: FLIP CHART LIST OF INTERIM FIRST CUT PRIORITIES

10. Discuss whether the first cut priority list meets and provides the desired balance among the initial goals and outcomes identified for charitable needs, community growth, quality of life, and goals for developing a culture of philanthropy in the county? If not what has been left out, or what additions or adjustments are needed

11. Discuss how many of the Priorities the Board wants to address during the first year? Are there any items on the priority list that are time sensitive that must be address immediately or during the first year?

12. Provide each Board member with 3 dots of different colors to stick by their top three priorities. Have them place the blue dot by their first priority, red by their second, and yellow by their third. Assign the blue dots with 3 points, red dots with 2 points, and yellow dots with one point to determine the weighted scores for identifying the highest priorities of the group.

13. Transfer the highest weighted priorities to a new flip chart and ask the board if it is ready to adopt the new list as the board's priority list to hold up as first year goals & priorities to invite public discussion, creative and innovative project ideas, new collaborations, and proposals for submission consideration by the community foundation affiliate at some future date.

#### PRODUCT 5: FLIP CHART FINALIZED LIST OF FIRST YEAR PRIORITIES.

14. The facilitator and/or a local leader who commands respect by all board members is asked to draft a summary report that outlines (1) the group and mission, (2) short term goals, (3) long term goals, and (4) first year priorities.

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