

Washington Middle School PTSA Board Retreat Minutes
September 21, 2019 • Emily's House, 9 a.m. – 1 p.m.

- 1) Icebreaker
- 2) Development of communication norms (see below)
- 3) Goals for the year
 - a. Affirmed multi-year goals developed in 2018-19 with slight revisions
- 4) Roles for the year

Outstanding "Bike Racked" Q's:

- Communication channels, who to include in which communications
- Consent agenda or develop agenda that lets us cut off the end if we go over time

WMS PTSA PRELIMINARY DRAFT INITIAL MEETING NORMS 2019-20

to be read aloud at the start of each meeting & updated as needed

- 1) Listen actively. Respect others when they are talking.
- 2) Struggle is healthy.
- 3) Be mindful of your impact. Know that your board colleagues have good intent and hold each other accountable in the moment with forgiveness. Keep in mind that everyone is here because they care about our WMS students.
- 4) Warmly welcome people to join our meetings and our work. Seek ways to welcome our entire community.
- 5) Respect that we have limits on our time.
- 6) Ensure that everyone has a chance to be heard.
- 7) Be kind and respectful to one another.
- 8) Prepare for our in-person meetings by providing and reviewing materials in advance.
- 9) Share power and work collaboratively. Give everyone space to talk and feel valued.