

## SAMPLE BOARD OF COMMISSIONERS RETREAT AGENDA

### RETREAT AGENDA - DAY 1

Time	Training Topic
9:00 – 9:05 AM (5 minutes)	<b>WELCOME &amp; DAY 1 RETREAT OVERVIEW</b>
9:05 – 9:35 AM (30 minutes)	<b>ICEBREAKER</b>
9:35 – 10:35 AM (60 minutes)	<b>MODULE 1: About Our Housing Authority’s Structure</b>
10:35 – 11:35 AM (60 minutes)	<b>MODULE 2: Overview of Assisted and Public Housing Programs</b>
11:35 – 12:00 PM (60 minutes)	<b>MODULE 3: Overview of Housing Authority’s Key Plans</b>
12:00 – 12:30 PM (30 minutes)	<b>MODULE 4: Measuring the Housing Authority’s Performance</b>
12:30 – 1:30 PM (60 minutes)	<b>WORKING LUNCH (Board Cohesion Activity) &amp; SHORT BREAK</b>
1:30 – 2:20 PM (50 minutes)	<b>MODULE 5: Board’s Important Relationship With the E.D.</b>
2:20 – 2:30 PM (10 minutes)	<b>RETREAT DAY 1 WRAP-UP</b>

### RETREAT AGENDA - DAY 2

Time	Training Topic
9:00 – 9:05 AM (5 minutes)	<b>WELCOME &amp; DAY 2 RETREAT OVERVIEW</b>
9:05 – 12:00 PM (2 hour, 55 minutes)	<b>MODULE 6: The Role &amp; Responsibilities of a Housing Authority Commissioner</b>
12:00 – 12:45 PM (45 minutes)	<b>WORKING LUNCH (Board Cohesion Activity or Case Studies)</b>
12:45 – 1:45 PM (60 minutes)	<b>MODULE 7: Effective Handling of Board Meetings</b>
1:45 – 2:20 PM (35 minutes)	<b>MODULE 8: Effective Oversight of Asset Management</b>
2:20 – 2:30 PM (10 minutes)	<b>RETREAT DAY 2 WRAP-UP</b>

**RETREAT AGENDA - DAY 3**

<b>Time</b>	<b>Training Topic</b>
<b>9:00 – 9:05 AM (5 minutes)</b>	<b>WELCOME &amp; DAY 3 RETREAT OVERVIEW</b>
<b>9:05 – 10:00 PM (55 minutes)</b>	<b>MODULE 9: Budgeting and Effective Fiscal Oversight</b>
<b>10:00 –12:00 PM (2 hours)</b>	<b>MODULE 10: Commissioner and Housing Authority Ethics &amp; Conflicts of Interest</b>
<b>12:00 – 12:45 PM (45 minutes)</b>	<b>WORKING LUNCH (Smartest Commissioner Game and Prizes)</b>
<b>12:45 – 1:15 PM (30 minutes)</b>	<b>MODULE 11: The Board of Commissioners’ Role in the Grievance Process</b>
<b>1:15 – 2:00 PM (45 minutes)</b>	<b>MODULE 12: PHA Plans &amp; Visionary Strategic Planning</b>
<b>2:00 –2:30 PM (30 minutes)</b>	<b>FINAL RETREAT WRAP UP AND END OF RETREAT</b>

**Note: Short breaks taken as needed**