



REA Board of Directors

Fall Meeting

Oct 26, 2012

**Location: Bioscience Research Collaborative
6500 Main Street, 10th floor conference room**

DESCRIPTION AND AGENDA

Objectives

- Reinforce preparations for REA Spring event schedule – Committee roll call on events (on-site arrangements in place, budget set, communications plan agreed with messages and timing)
- Follow-up and extend on idea generation from REA Board Kick-off
- Get Board initial feedback on two items:
 - Slogan for the REA (how would you describe us to others – ideas and key action words)
 - Key elements of an Alumni survey (what should we ask, what do we need to know?)

3:30 pm: Tour of the BRC

4:30 pm: Opening Business (4:30 – 5:45)

1. (1 min) Call to order and Roll Call - Kate
2. (4 min) **News from the School** – Bart Sinclair, Associate Dean
3. (5 mins) New Business from Officers - Kate Hallaway
4. (10 mins) STEM conference – Josue Lopez, Amiri Boykin and Marianne Braun
5. (10 mins) Communications guidelines/calendar – Brendon Bailey
6. (20 mins) Sponsorship Committee update – Chris Lessing
7. (20 mins) Review Spring Calendar/Committee reports – Dave/Kate
8. (5 mins) New business for Board - Kate

5:15 pm: Extend brainstorming of Kick off meeting (5:45 – 6:00)

1. (5 min) Review action items identified at Kickoff (pre-read) – Dave
2. (10 min) Key area discussion – Improving communications/technology (what other ideas are out there?)

5:50 pm: Breakouts on key strategic issues (6:00 – 6:45)

- Ask groups to divide into 2 separate groups with flip charts
- select scribe/facilitator
- Handout consolidated feedback from REA Board requests in advance of meeting

Breakout #1: 45 min

- 1) In single sentences, describe what the REA does (25 min)
- 2) Convert those sentences to key words (likely verbs) only (10 min)
- 3) Prep to read back to broader group (5 min) – what are the top three themes?

Breakout #2: 45 min

- 1) Brainstorm key pieces of information we want to gather in an alumni survey? (30 min)

There are three levels of member understanding (awareness the REA exists, awareness of what the REA actually does, and awareness of how it is different from similar organizations – how should we best learn where our membership knowledge is?)

- 2) Weighted voting (dots); identify which pieces of information seem most critical (5 min)
- 3) Prep to read back to broader group (5 min)– what do we really need to know?

6:45 pm: Readout from Breakouts (6:45 – 7:05)

Discuss the content of each breakout; 10 mins per breakout team

7:05 pm: Wrap-up brainstorming and next steps (7:05 – 7:15)**7:30 pm: Reception Dinner and Drinks (7:30 – 9:00)**