

Girl Scouts of Western Ohio
4930 Cornell Road
Cincinnati, OH 45242-1804
513-489-1025 or 1-800-537-6241
Fax: 513-489-1417
www.girlscoutsofwesternohio.org

Date: March 12, 2009
To: Board of Directors
From: Roni Luckenbill, Chief Operating Officer
Subject: Preparation for the Annual Meeting

The Annual Meeting will take place on Saturday, April 25, 10:00 a.m. – 11:30 a.m., at the Dayton Service Center. Following the Annual Meeting, the board will have lunch, followed by a board meeting.

In preparation for the Annual Meeting, the Annual Meeting Task Group has prepared the following agenda:

Welcoming remark and introductions:	Nancy Dawes
State of the Council report	Nancy Dawes and Barbara Bonifas
Remarks by GSUSA representative	Naomi Lippin, GSUSA
Presentation of Plaque by GSUSA	Naomi Lippin to Nancy Dawes
Report of election and introduction of board	Sue Matz
Structured table discussions	All members
Q&A session	All members
Adjournment	

Board members will be asked to facilitate table discussions on the topic of building unity within Girl Scouts of Western Ohio. Two board members will be assigned to each table and will be asked to serve as facilitators and note-takers for the discussion. The facilitator guide and discussion questions are attached and will be open to input at the March board meeting. If you have suggestions for the discussion format or the questions, we welcome your input.

Our Mission

*Girl Scouting builds girls of courage, confidence, and character,
who make the world a better place.*



2009 Annual Meeting Facilitator Guide

- 1. You will have approximately 25 minutes to discuss with the participants at your table. The following steps will lead you through the small group table discussions.**
- 2. Board members assigned to each table should agree ahead of time who will serve as facilitator and who will serve as note-taker.**
- 3. Please introduce yourself and explain that you will be the facilitator. Your role is to facilitate the discussion and ensure that everyone is heard. The second board member's role is to take notes on the discussion (a reporting form will be provided to note-takers). These notes will be shared with the board following the meeting.**
- 4. Ask everyone at the table to give a brief introduction (service unit, volunteer positions). This should take no more than two minutes.**
- 5. Explain that the board is very interested in finding ways to build unity and cohesiveness within the council. We know that you, as volunteers, have ideas on how we can build a more unified council. We want to hear your thoughts on this issue and will capture your thoughts. At the end of the discussion time, we will share one idea that our group has discussed with the large group.**
- 6. The discussion questions are:**
 - In what ways do you think that unity is currently being demonstrated within Girl Scouts of Western Ohio?**
 - What additional things might be done to demonstrate unity within Girl Scouts of Western Ohio?**
 - Are there barriers to any of the suggestions in #2?**
 - When Girl Scouts of Western Ohio has achieved “unity”, what will it look like? What will be happening? Who will notice the unity?**

7. As facilitator, probe with the following questions:

- **Why is _____ important?**
- **What is the benefit of _____?**
- **If the benefit of _____ is _____, how does this help successfully serve girls?**
- **What impact might _____ have on our council?**
- **How might we make your suggestion happen?**

8. Continue around the table until each person has shared their thoughts.

**9. [after all members have shared their ideas on each of the questions]
Based on the discussion at this table, is there one particular idea or thought that the group feels captures what we want to share with the board about unity?**

10. Thank the group for their input and remind them that you will be sharing their ideas with the board. Make sure that your table's notes are completed and legible. Please give them to Roni Luckenbill before you leave the Annual Meeting. Thanks.