**Core Team call minutes: APRO 2015 Retreat Preparation, June 9, 2015**

**On Call:** Ezelle, Blair, Brittin, Binaifer, Martin, Ayu, Riza, Nway Nway, Vinay, Kevin, Sana, Drew, Shirley, Rachel

**Absent**: Kathy, Gerelmaa, Shehnaz

1. 8:00 – 8:05 – Welcome and Re-cap (Brittin and Blair):

* Brittin and Blair welcomed everyone on the call, thanked them for their time, and gave overview of the agenda for the call.

1. 8:15 – 8:45 – Action Plan Updates:

**a. Teambuilding Update (Shirley):**

* **Team-build instructions**: When presenting the activity to the group, and providing instructions on the Oscars Team Build exercise, it is important that we clearly explain the reasoning behind this, and that the connection between this activity and values is clear. CTB members will be ambassadors of this same message throughout the Team Build activity.
* **Super hosts and Super Hero theme**: Offical title of the event is “APRO Oscars”. Maureen and Tom are confirmed to serve as co-Hosts. Theme of evening: “Superheroes of Grantmaking”. (Tom will be serving as Hulk!) Riza, Blair and Ayu to play other superheroes. Other Superhero roles: “Clairvoyant” and “Flexigirl” (Flexible Funding)
* **Schedule**: Request to build in 30 minutes on Sunday during CTB workshop to rehearse the evening. Istanbul videos will be previewed earlier in the week to give participants an idea of the types of videos. (This should be built into the agenda time, and noted that projector and sound system should be set up and ready to-go during this time.) The schedule will be finalized this week, and feedback will be

Overview of the night:

* + 6:00 – Dinner in Ballroom at 6:00, followed by group Photo-op
  + 7:00 – Start time and Red Carpet walk
  + 7:15 – Evening Oscars Program will actually begin
  + 9:00 – End of Oscars Program, start of After party dancing
* **Groups**: One Core Team Bridge member will be assigned to each group. Request that “Videoshop” a $2 video editing app, be downloaded to Smart Phones prior to arriving to the retreat. CTB will be point people in downloading the app and familiarizing themselves with it. Commitment to download app before the Mongolia Retreat.
* **Music**: Volunteer needed to create playlist for dancing portion of the evening.
* **Reminders to CTB Members**:
  + Formal attire
  + Candy from your country for the candy bar
  + Shhh…. Oscars Night event is still a secret!

**b) Grantmaking Update (Rachel)**:

* **Modified World Café**: Instead of a gallery walk with many stations, we have trimmed this session down into a modified world café with 2 stations (organization centered grant making and lifecycle of the grant). This way, we can be sure that everyone will hear the same information.  There will be multiple iterations of each table so that groups can be small. Want to ensure there is a consistent base understanding of grant-making.
* **Facilitation:** We are going to be asking members of the CTB to help facilitate small-group conversations for the Roles Deck exercise, Real Life Scenarios exercise, and Intention Setting exercise.  The GMSG is creating a facilitator’s guide for each session.  Basically, the facilitators are to ensure that there is a contact point in each group who can keep discussion going if it stalls, and answer questions about the purpose of the activity if they arise.
* **Life Cycle diagram**: The Grant Making Lifecycle will be displayed on the wall during the duration of the retreat.  This will be discussed specifically in the world café, but will remain on the wall throughout the event as reference.
* **Pre-Reading Materials**: The GMSG has a small pre-reading packet of materials for participants to read prior to arrival in UB.  Pepa is creating a “reading guide” that will go along with these materials, to orient readers and explain why the documents are important.

**c) Mission & Values Update (Ayu):**

* **Translations**: The 93 words categorized into “Values” and “Operating Principles” have been translated into the national languages: Nepali, Mongolian, Bahasa Indonesia, and Burmese.
* **Session facilitation:** At the upcoming Mongolian retreat, Shehnaz and Ayu will run the first session by reminding everyone on what had been done at the last retreat in Lido, Indonesia, i.e. developing the APRO values based on our individual values, while emphasizing how we all agreed and thought it was important for APRO to be a values-based rather than a rules-based organization. We will then briefly inform them about how the CTB met in Istanbul early January and worked on the 93 values that were collected to wordsmith APRO’s Value and Operating Principles. The mission of APRO remains the same as OSF’s. The Values Team will then lead everyone into a group exercise on the worked values and operating principles to ensure that everyone’s contributed values are incorporated.
* **Materials**: Binaifer and Blair are working on getting the materials for the exercise (word bag of 93 words for each group, large posters). The exercise will be done in groups.
* **Group division**: Divided into groups of 6 (10 groups of people) simultaneously working on same exercise. Take 93 words, and assess if all 93 words have been accurately covered by the selected “Values” and “Operating Principles”. Operating “Social Contract” of Ayu.
* Question: How much time can be dedicated to this session in the schedule? (Ezelle has 3 other related items she would like to ask questions on around this.)

**d) Mongolia Update (Blair):** To be given later in the call by Blair during logistics overview

1. 8:45 – 9:15 – Overview of APRO 2015 5-day Retreat Agenda (Ezelle):

* Ezelle gave broad overview on changes made since we met in Istanbul, in consultation with GMSG.:
* **Day 5 (Friday):** Biggest change to the schedule happens on Friday, which has reverse domino effect on the earlier days of the APRO Retreat.
  + **Mongolia Panel**: Now shifted from Day 2 to Day 5. Frees up Day 2, and makes for better flow. 90 minutes has been earmarked for Mongolia Panel.
  + **Ramadan:** 3 people observing from TIFA. Arrangements will be made to accommodate prayer and transport to mosque according to specified needs. Other Ramadan observers?
    - **CTB to outreach to teams:** re: Ramadan observers. Brittin will send out an email requesting this information from CTB members. Please report back to Brittin.
  + **Chris Stone visit**: CS schedule changes at a drop of a hat, we must design a Plan B in case he does not come in the end. We will allocate time, and be ready to use for another schedule item. Good, because this is the AI premise on which Kathy & Ezelle work!
* **Day 4 (Thursday):** Grant-making focused day two. Consolidating of grant-making curriculum from the GMSG and looking ahead to applying this over the next year. Flows nicely from Day 3.
  + **AM:** Grant-making consolidating & Looking Ahead; Thematic discussions
  + **After lunch**: Open Space / Wild Card (Opportunity to fit in a session for discussion on any topic that is identified
  + **PM**: Oscar Prep and Video Production as part of Team-Build
  + **Evening**: Oscars Night
* **Day 3 (Wednesday)**: Grant-making focused day one.
  + **AM**: GMSG Intro & Role Deck activity
  + **PM**: Real-life APRO Challenging Scenarios, Failing Forward activity
  + Proposed shift: to end 15 minutes later to allow for brief Reflection session. This shifts day end to 5:15, instead of 5:00. Agreement that this 15 minutes can be added.
  + \*\*Incorporate submission of videos into schedule. Deadline for submission: Wednesday morning? Submission deadline TBD.
* **Day 2 (Tuesday)**: Grant-making intro and team-build.
  + **AM:** 90 minutes for the World Café. Gallery Walk to view previous days high energy themes.
  + **PM:** Set-up for Team-Build. Organized into groups, each group to have CTB member in it, with app downloaded.
  + 61 participants (for majority of time. This figure excludes Facilitators) Ezelle question: Will GMSG facilitators be included as participants?
* **Day 1 (Monday)**: Welcome Day!
  + **Early in AM: Opening & Welcome, 2014 Review Activity:** Discussion in plenary reviewing 2014. **:** Re-capping what has happened since last retreat. Originally scheduled 15 minutes to remind everyone what has been done since 2014 Retreat.
  + **Decision to allot 45 minutes to the general introduction: Plenary session will be extended to include acknowledgment of Nepal team and CTB update**
    - **Acknowledgment of Nepal Team**: Group agreed it is appropriate to recognize Nepal natural disaster and what our teams have been through. How to acknowledge this in a positive and respectful way? Consult with Nepal Team. Brittin to touch base with Shehnaz as Core Team member.
    - **CTB Update:** Acknowledgment of work happening behind the scenes.
      * **Honor Core Team bridge work:** Binaifer – 5 minutes
      * **Communications:** Beta-version debut of KARL site.- 15 minutes.
      * **Advocacy:** Sana update. – 10 minutes.
  + **Later in AM**: Bag Activity. Introduction & Wishes for Retreat, Appreciative Agreements.
  + **PM**: **Peer interviews**
    - **Inquiry Guide:** Kathy and Sana working on developing the inquiry guide. Possible to incorporate/draft questions around Nepal and solidarity, and incorporate this into the interview guide – will be discussed further at CTB Update day.
  + **Later in PM**: Small groups to share stories. Create high-energy Theme wall that will work as visual spring board. What are the high-energy Themes around thoughtful grant-making?
* **Day 0 (Sunday):** Core Team Bridge Workshop day
  + **AM**: Psycho-Social Contract: Ensuring we are all on the same page prior to jumping in.Testing of Inquiry Guide questions, make any necessary modifications.
  + **PM**: Review 5 days, walk through Agenda step-by-step. Agree on roles. In-depth prep for Day One (just as we would day before)
  + **Open questions for discussion**:
    - **Acknowledgment of Nepal?** How best to incorporate this into the Welcoming.
    - **Review of Daily Rituals**: Check-in, Energizers, Closings (What do we want to retain? What do want to change? etc)
    - **Creation of open, welcoming environment**: How to replicate comfortable environment?
  + **Review of Venue Set-Up**:
    - Gallery Space, Bags, Values & Operating Principles wall paper. Altogether walk through venue and creating space
    - New addition: Oscars Team side meeting: Placed in from 4:00 – 4:45
* **Updated 5-day Agenda**: Ezelle to adjust schedule accordingly, and send out to CTB by email (Dropbox less preferable.) Also add on new APRO KARL! KARL to be one-stop shop/resource.

1. 9:15 – 9:30 – Logistics Update (Blair)

* **Participants**: 66 People (core group) including 5 facilitators (Rachel, Tom, Sandra, Kathy and Ezelle). 68 including Chris Stone and Presidential Fellow
* **Visas**: Almost entirely complete! Ezelle and Sumaiya’s pending.
* **2014 Questionnaires**: compiled nationality, dietary preference, allergies, etc. Compiled and requested updated questionnaires from the rest.
* Note: We will be leaning on the CTB more over the next few weeks as date for Mongolia approaches! Please expect more frequent communication, and thanks in advance!
* **Venue**: Terelj Resort. 90 miles outside of UB in the countryside. (<http://www.tereljhotel.com/> ) Contract finalized. We are the only group staying there. All meals will be served at the hotel.
* **Email update**: End of week from Binaifer, Updating entire group, Look out for Logistics Note and Transportation Info to be provided two weeks before.
* **Hotel Logistics:** Transport people out into the country in shifts. As people arrive, they stay in UB Most people are arriving late Saturday or late Sunday. Those who arrive on Saturday are staying one night in UB.
* **CTB arrivals:** Most people are arriving into UB from Thursday to Saturday. Hang out in UB for one day or two, until transported out to country together on Saturday.
* **Early arrivals:**
  + **Brittin, Blair, Sarah Hong, Ezelle:** Prepping in countryside from Friday onwards.
  + **Anuja Gopalan:** Welcoming incoming APRO members in Ulaan Baatar
* **Ground Transport**: Dependent on flight arrival and departure times. For example, people who depart/fly out on Friday night will be transported directly from countryside to airport, others with early morning flights will be transported to UB, etc. All of these specifics will go out on individual basis until the end of next week.
* **Flight Changes:** “No Changes” policy this year.
* **Activities:** Recognizing intensity of retreat week, and that we are in remote countryside, activities will only be organized for two nights, and other two nights will be kept free.
  + **Monday**: Mini-Nadam Night
  + **Thursday:** Oscar Night
* **MERS situation:** Consulted with SOS, World Health Organization, no real threat to those transiting through South Korea. No changes to flights needed. Blair has researched situation and monitored. Consulted with East Asia Program, situation is very under control. East Asia Program staff will themselves be travelling to South Korea.
* **Medical services at hotel:** Due to fact that retreat is located outside of city center, Forum-Mongolia team is putting together Emergency Plan. There will be a Doctor in the hotel and on-site available 24/7 for any medical needs.

1. 9:30 – 9:35 – Final Thoughts and Closing (Brittin and Blair):

* Thanks to everyone for their time, expect minutes to be circulated by end of the week, and remain in touch with any questions.