

TTN Leadership Team Meeting

February 22, 2010, 6-8:00 PM Central

AIMS	Rational Aim: reveal latent vision, identify group's hopes and dreams for the new TTN organization
	Experiential Aim: get group ownership of a common vision, and connection to the TTN action teams
SET-UP	Sheila sent Timebridge email with revised link, and issued Adobe passwords on Saturday, February 20th. 12 RSVP = Yes (includes 2 facilitators) 1 RSVP = No (Bev Scow) URL for Adobe Acrobat Connect Pro: http://top.acrobat.com/ttnvision/ Call in Number for MaestroConference (TTN Leadership Team) +1 (530) 216-4294 PRESENTER Ester Mae Cox missestermae@gmail.com 322797 PRESENTER Sheila LeGeros sheila.legeros@mac.com 322287 PARTICIPANT Beverly Scow bscow@new.rr.com 359425 PARTICIPANT Bill Davis bdavis@wrddcollaborative.com 322596 PARTICIPANT Deb Burnight DMB1953@aol.com 357089 PARTICIPANT Erness Wright-Irvin ewirvin@bellsouth.net 374397 PARTICIPANT Ester Mae Cox missestermae@gmail.com 315533 PARTICIPANT Jane Stallman jlstallman@aol.com 304908 PARTICIPANT Kim Behrens kimbehrens.mn@gmail.com 373988 PARTICIPANT Mary Flanagan mary@msgsanantonio.com 300802 PARTICIPANT Nancy Fastenau nancyfast1@aol.com 385793 PARTICIPANT Nancy Jackson nanjackson@gammybird.com 370716 PARTICIPANT Ron Robinson ron@robinsonassoc.net 313592

PRODUCER: Ester Mae Cox, LEAD FACILITATOR: Sheila LeGeros (Adobe Connect Pro & MaestroConference)

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5:30	<ul style="list-style-type: none"> Connect and be online - check connections - audio - last minute changes Run Audio Set-Up Wizard in Adobe Have Maestro Open & Operating Pre-Meeting Ritual Checklist (not completed) Start checking in team members as soon as they start to be online 	<p>WELCOME A LAYOUT</p> <ul style="list-style-type: none"> Plenary 	<ul style="list-style-type: none"> Post people into appropriate breakout room in Connect Pro (to match settings in Maestro Conference)
6:00	<ul style="list-style-type: none"> Let's use this check-in to practice saying our name before we speak, and to get to know each other on a personal level Check-in Tweet -- what is a metaphor to describe your Vancouver Olympic experience so far? (in 140 words or less) 	<p>WELCOME A LAYOUT</p> <ul style="list-style-type: none"> Plenary 	<ul style="list-style-type: none"> Pull in the TWITTER CHECK-IN note pod when it's time to begin check-in
6:05	<ul style="list-style-type: none"> Welcome -- Participant Guidelines -- Connect Pro basics Explain agenda and process Introduce Cheryl Kartes as a silent observer Questions? 	<p>WELCOME B LAYOUT</p> <ul style="list-style-type: none"> Plenary Share pod: Welcome, Guidelines 	
6:10	<p>SET CONTEXT</p> <ul style="list-style-type: none"> Why do a Practical Vision now? Focus Question: What do we want to see in place for TTN in 2 to 3 years as a result of our actions? (If stopped to wordsmith the question, say, "yes, we could we spend time discussing the focus question, but we deliberated and decided to proceed with the generic practical vision question, so we can spend our time discussing and creating the vision itself.") 	<p>CONTEXT LAYOUT</p> <ul style="list-style-type: none"> Plenary Share pod: TTN Vision 	<p>SET CONTEXT</p> <ul style="list-style-type: none"> Confirm everyone is in the correct breakout room in Connect Pro and MaestroConference

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6:20	<p>INDIVIDUAL BRAINSTORM</p> <ul style="list-style-type: none"> • Visualization Warm-up (close eyes or write or look at screen) • Begin by deciding with your teammate who gets which PARTICIPANT pod • Take 5 minutes to brainstorm up to 10 ideas in your pod • Put an asterisk next to your top 4 to 5 ideas • BRAINSTORM ASSISTANCE: <ul style="list-style-type: none"> - Sheila patrols rooms 1, 2 	<p>CONTEXT LAYOUT</p> <ul style="list-style-type: none"> • Breakout ACP only • Share pod: Breakout Instructions Practical Vision 	<p>INDIVIDUAL BRAINSTORM</p> <ul style="list-style-type: none"> • Push the Breakouts Active button in Connect Pro <u>only</u> (from the CONTEXT layout) • If odd number of participants, Sheila becomes a participant • ADVANCED TIMER POD: (you can do this from any breakout room) <ul style="list-style-type: none"> - Click “host options” - Text during countdown: Time remaining for individual brainstorm - Countdown completed text: Individual brainstorming time has ended - Change time to: 5 min - Click UPDATE • BRAINSTORM ASSISTANCE: <ul style="list-style-type: none"> - Ester Mae patrols rooms 3, 4, 5

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6:30	<p>TEAM BRAINSTORM</p> <ul style="list-style-type: none"> You will have two people in your team and 8 minutes Divide roles -- one facilitates, the other scribes Read ideas out loud Generate 8 to 9 ideas altogether Scribe ideas into TEAM IDEAS pod Let's get ready for clustering! Here is how you pass-up your first round of cards Cut and paste your 3 clearest, easiest to understand ideas into the PLENARY pod (Cut = control/X Paste = control/V) If you need help cutting and pasting, raise your hand with an emoticon Ester Mae shall now return us to the plenary session, this will take a few moments... BRAINSTORM HELP: <ul style="list-style-type: none"> Sheila patrols rooms 1, 2 	<p>CONTEXT LAYOUT</p> <ul style="list-style-type: none"> Breakout ACP & MC Share pod: Breakout Instructions Practical Vision 	<p>TEAM BRAINSTORM</p> <ul style="list-style-type: none"> Make breakouts active in Maestro Conference (make microphones local) ADVANCED TIMER POD: (you can do this from any breakout room) <ul style="list-style-type: none"> Click "host options" Text during countdown: Time remaining for team brainstorm Countdown completed text: Team brainstorming time has ended Change time to: 8 min Click UPDATE RING CUES when appropriate: <ul style="list-style-type: none"> Breakouts beginning 1 minute remaining Breakouts ending BRAINSTORM HELP: <ul style="list-style-type: none"> Ester Mae patrols rooms 3, 4, 5
6:40	<p>CLUSTER ROUND 1</p> <ul style="list-style-type: none"> Where do you see pairs of ideas pointing to a similar vision element? 	<p>CLUSTER/NAME PLENARY LAYOUT</p> <ul style="list-style-type: none"> Plenary 	<p>CLUSTER ROUND 1</p> <ul style="list-style-type: none"> Make breakouts inactive in Connect Pro first, then in Maestro Conference (make microphones global) Cluster by cutting and pasting ideas

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6:50	<p>CLUSTER ROUND 2</p> <ul style="list-style-type: none"> Go back into breakout rooms and find 3 ideas that are different (take 1 min) Where do you see pairs of ideas pointing to a similar vision element? 	<p>CLUSTER/NAME PLENARY LAYOUT</p> <ul style="list-style-type: none"> Breakout ACP & MC Plenary 	<p>CLUSTER ROUND 2</p> <ul style="list-style-type: none"> Make breakouts in Connect Pro first, then in Maestro Conference (make microphones local) ADVANCED TIMER POD <ul style="list-style-type: none"> Set timer for 1 min (no need to change text) RING CUE when appropriate: <ul style="list-style-type: none"> Breakouts ending Make breakouts inactive in Connect Pro first, then in Maestro Conference (make microphones global) Cluster by cutting and pasting ideas
7:00	<p>CLUSTER ROUND 3</p> <ul style="list-style-type: none"> Go back into breakout rooms and retrieve remaining ideas (take 1 min) Return to plenary (keep Maestro Conference in breakout) Teams write the color of the cluster at beginning of idea As Ester Mae clusters remaining ideas, Sheila confirms placement with whole group using emoticons 	<p>CLUSTER/NAME PLENARY LAYOUT</p> <ul style="list-style-type: none"> Breakout ACP & MC Plenary 	<p>CLUSTER ROUND 3</p> <ul style="list-style-type: none"> Make breakouts in Connect Pro first, then in Maestro Conference (make microphones local) ADVANCED TIMER POD <ul style="list-style-type: none"> Set timer for 1 min (no need to change text) RING CUE when appropriate: <ul style="list-style-type: none"> Breakouts ending Make breakouts inactive in Connect Pro first, then in Maestro Conference (make microphones global) Cluster by cutting and pasting ideas
7:10	<p>NAMING</p> <ul style="list-style-type: none"> Name starting with largest cluster (descriptive phrases using nouns and adjectives) Example: Large and actively engaged membership Create overarching banners 	<p>CLUSTER/NAME PLENARY LAYOUT</p> <ul style="list-style-type: none"> Plenary 	<p>NAMING</p> <ul style="list-style-type: none"> Move idea pods out of the way for naming one by one, as they get named Move Focus Question to bottom to reveal overarching banners

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7:40	<p>RESOLVE</p> <ul style="list-style-type: none"> • <i>Verbal focused conversation to reflect on the practical vision</i> <ul style="list-style-type: none"> - O: Read Focus Question - O: Have someone read column titles aloud - R: What surprises you in all this? - R: What jazzes you about this practical vision? - I: What connections do you see between the practical vision we created and the TTN action teams that you lead and participate in? - I: Which idea would make the most difference? - D: What do you want to do related to this practical vision in your TTN work? • <i>Next Steps:</i> <ul style="list-style-type: none"> - <i>Sheila & Ester Mae will be responsible for documenting the workshop</i> - <i>We encourage you to review this practical vision with the TTN teams that you lead, and talk about the implications for their work. Give us any feedback that your receive.</i> 	<p>CLUSTER/NAME PLENARY LAYOUT</p> <ul style="list-style-type: none"> • <i>Plenary</i> 	<p>RESOLVE</p>
7:55	<p>EVALUATE</p> <ul style="list-style-type: none"> • <i>Thank you very much for participating in tonight's call</i> • <i>Please take a few minutes to complete the written evaluation</i> • <i>Good night!</i> • <i>(Note: people want to discuss San Antonio if there is time)</i> 	<p>EVALUATION LAYOUT</p> <ul style="list-style-type: none"> • <i>Plenary</i> 	<p>EVALUATE</p>

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